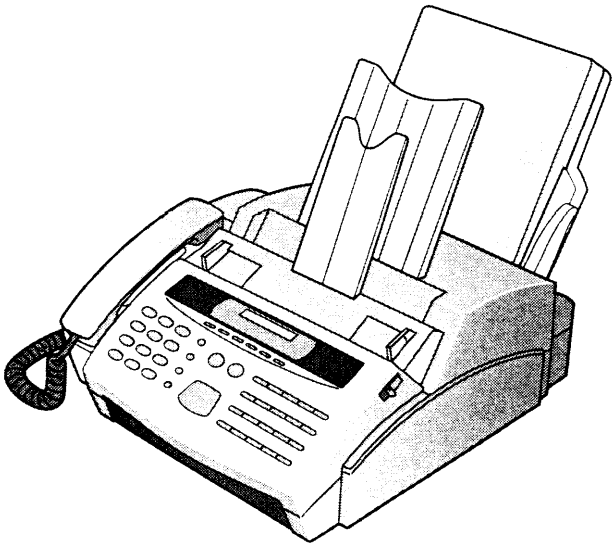
SHARP®

MODEL

F-2700M

MULTIFUNCTION FACSIMILE

OPERATION MANUAL



1. INSTALLATION
2. INITIAL SETTINGS
3. PRINTING SETUP
4. BASIC OPERATIONS
5. ANSWERING MACHINE HOOK-UP
6. SPECIAL FUNCTIONS
7. OPTIONAL SETTINGS
8. PRINTING OUT REPORTS AND LISTS
9. MAINTENANCE
10. TROUBLESHOOTING

SPECIFICATIONS

QUICK REFERENCE GUIDE

INDEX

WARNING — AUSTEL Regulations state that no unauthorised changes or modifications to this equipment are permitted.

Note: Complies with the AUSTEL standards TS 002-1990 regarding Emission of Electromagnetic Interference.

These limits are designed to provide reasonable protection against interference in an installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause interference. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

— Reorient or relocate the receiving antenna.
— Increase the separation between the equipment and the receiver.
— Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
— Consult the dealer or an experienced radio/TV technician for help.

FOR YOUR RECORDS

Please record the model number and serial number below, for easy reference, in case of loss or theft. These numbers are located on the rear side of the unit. Space is also provided for other relevant information.

Model Number _____

Serial Number _____

Date of Purchase _____

Place of Purchase _____

INTRODUCTION

Welcome to the F-2700M, and thank you for choosing Sharp!

The F-2700M is a combination facsimile and laser printer. In addition to a full range of fax functions designed to increase the scope and power of your communications, the F-2700M features fast, high-quality printing of documents created with your computer software applications.

All printing functions are controlled from easy-to-use graphical controls on your computer screen. All fax and copying functions are controlled from the operation panel of the F-2700M. Faxes can be sent while printing is in progress, and if a fax is received during a printing job, it will be printed immediately, after which the printing job will resume.

This manual gives you instructions for installing the F-2700M, installing the printer software in your computer, and performing fax and copying operations. For detailed information about printing functions, see the Help file on your computer screen which is included in your printer software.

The F-2700M is designed to operate in Australia and New Zealand only.

If you have any questions or problems which cannot be solved by reading this manual, please contact your Sharp dealer.

Trademark acknowledgements

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TrueType is a trademark of Apple Computer, Inc.

IBM, PC/AT, and OS/2 are trademarks of International Business Machines Corporation.

Hewlett-Packard, HP, LaserJet, and PCL are trademarks of Hewlett-Packard Company.

All other trademarks and copyrights are the property of their respective owners.

♦ Important safety information

- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Installing or modifying telephone lines should only be done by an Austel licensed serviceman.
- Do not use a telephone to report a gas leak in the vicinity of the leak.

♦ *Your fax machine and the telephone system*

The Austel Registration Number and Ringer Equivalence Number (REN) for this equipment are shown on the label on the back of the machine. The telephone company may require these numbers.

The sum of all Ringer Equivalence Numbers on your telephone line should be three or less in order to assure proper service from the telephone company.

For your safety, if any of your equipment is not operating properly or should any physical damage occur to the equipment where internal parts may become exposed, the equipment should be immediately disconnected from the phone line and then the power line and returned to a SHARP authorised Service Centre for inspection, repair, or disposal.

TABLE OF CONTENTS

1 INSTALLATION

UNPACKING 1-1
INSTALLING THE PRINTER CARTRIDGES 1-2
ASSEMBLY AND CONNECTIONS 1-6
CONNECTING THE INTERFACE CABLE 1-10
LOADING PRINTING PAPER 1-11

2 INITIAL SETTINGS

A LOOK AT THE OPERATION PANEL 2-1
ENTERING YOUR NAME AND FAX NUMBER 2-2
ENTERING LETTERS FOR NAMES 2-3
SETTING THE DATE AND TIME 2-5
SELECTING THE RECEPTION MODE 2-6
DISTINCTIVE RINGING 2-7
STORING NUMBERS FOR AUTOMATIC DIALLING 2-8

3 PRINTING SETUP

WINDOWS PRINTING SYSTEM 3-1
INSTALLING WINDOWS PRINTING SYSTEM 3-2
CHANGING VIRTUAL MEMORY SETTINGS 3-5
CHANGING PRINTER PORT SETTINGS 3-7
PRINTING FROM MS-DOS APPLICATIONS 3-8

4 BASIC OPERATIONS

SENDING DOCUMENTS 4-1
RECEIVING DOCUMENTS 4-11
MAKING COPIES 4-14
MAKING TELEPHONE CALLS 4-16

5 ANSWERING MACHINE CONNECTION

USING THE CONNECTION 5-1
OPTIONAL A.M. CONNECTION SETTINGS 5-5

6 SPECIAL FUNCTIONS

MEMORY 6-1
TRANSMISSION RESERVATION 6-3
BROADCASTING 6-4
CONFIDENTIAL TRANSMISSION 6-6
POLLING 6-7
RELAY REQUEST 6-10
TIMER OPERATIONS 6-13
ENTERING AND USING PROGRAMS 6-16
ANTI JUNK FAX 6-22

7 OPTIONAL SETTINGS

8 PRINTING OUT REPORTS AND LISTS

9 MAINTENANCE

10 TROUBLESHOOTING

PROBLEMS AND SOLUTIONS 10-1
MESSAGES AND SIGNALS 10-3
CLEARING PAPER JAMS 10-5

SPECIFICATIONS

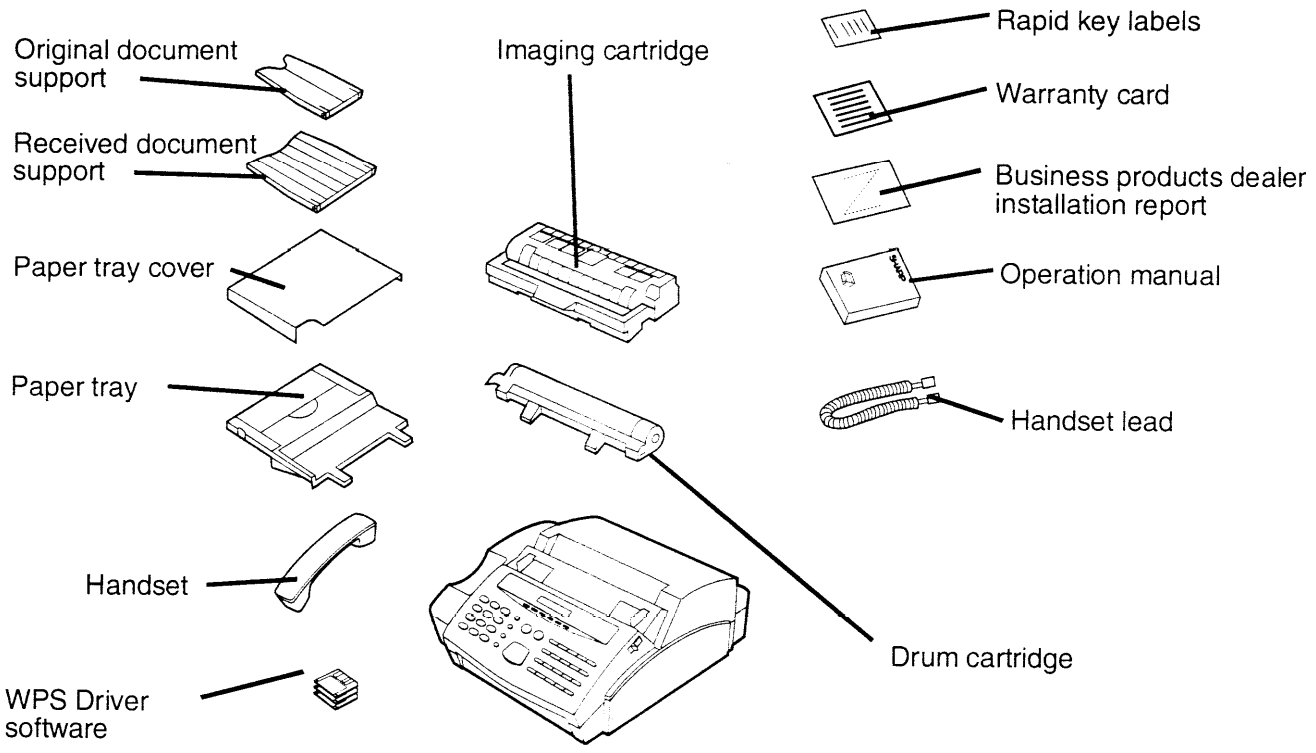
QUICK REFERENCE GUIDE

INDEX

1 INSTALLATION

UNPACKING

Take the fax machine out of the box carefully, and remove all packing material. Make sure you have all the items listed below. If any are missing, contact your dealer.



- In addition to the above items, you should have an FO80TP adaptor (fax line cord). This is supplied separately by your dealer.

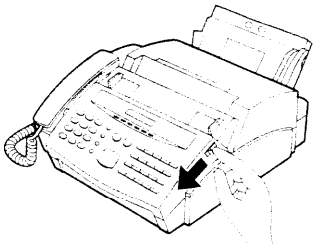
Precautions before setting up

- The printing unit in the fax generates a small amount of ozone during operation. The amount is not large enough to be harmful; however, the fax should only be installed in a well-ventilated room.
- The fax must be installed on a level surface.
- Keep the fax away from air conditioners, heaters, direct sunlight, and dust.
- Provide easy access to the front, back, and sides of the fax. In particular, keep the area in front of the fax clear, or the original document may jam as it comes out after scanning.
- Keep liquids away from the fax. Liquids spilled on the fax can damage the internal circuitry.
- If the fax is moved from a cold to a warm place, it is possible that condensation may form on the reading glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately 2 hours before using the fax.

INSTALLING THE PRINTER CARTRIDGES

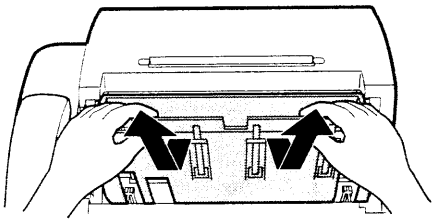
The laser printer in your fax creates printed text and images by applying toner to the page with a photoconductive drum. Follow the steps below to install or replace the imaging cartridge (which contains the toner) and the drum cartridge.

1



Pull the release on the right side of the operation panel forward, and open the operation panel.

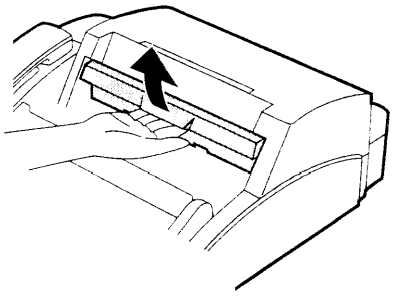
2

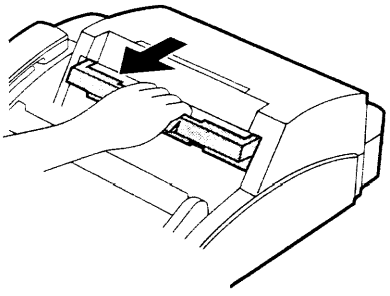


Grasp the top of the received document guide and pull it so that it rotates toward you. Lift the guide straight up and out of the printing compartment.

- If you are installing the cartridges for the first time, go to Step 5.

3

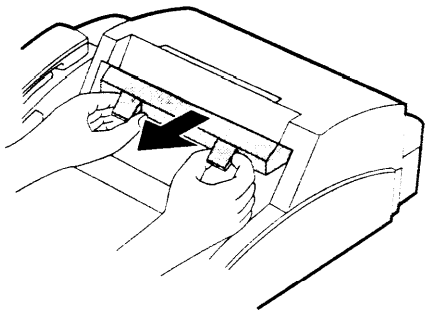




If you are replacing the cartridges, grasp the finger hold on the imaging cartridge handle (marked "PUSH") and pull the handle out. Rehold the handle, and pull the imaging cartridge out of the compartment.

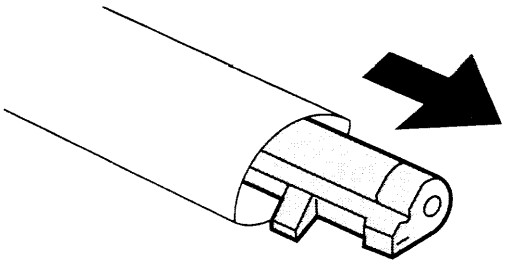
- **Caution!** The fusing unit (the black unit with ribs extending across the bottom of the compartment) becomes very hot during printing. Be careful not to touch it.
- If you are only replacing the drum cartridge, place the imaging cartridge on a piece of paper on a horizontal surface. Make sure that the cartridge lies flat.
- If you are only replacing the imaging cartridge, go to Step 8.

4



Grasp the two finger holds on the blue section of the drum cartridge, and pull it out of the compartment.

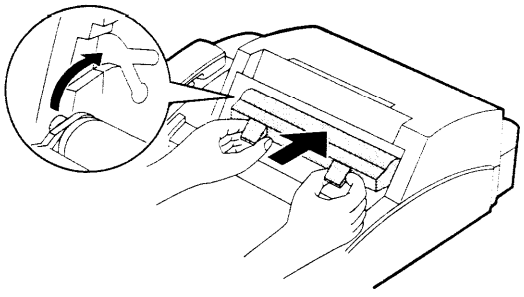
5



Unfold the end of the drum cartridge bag, and remove the new drum cartridge.

- Do not use a sharp object to cut the bag.
- Do not remove the sheet of black protective paper yet.

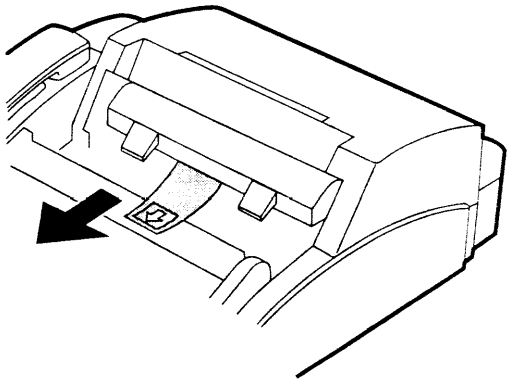
6



Grasp the two finger holds on the blue section of the drum cartridge, and insert it into the compartment. Make sure it fits into place on top of the roller in the bottom of the compartment.

- If you have removed a used drum cartridge, place it in the empty drum cartridge bag, seal the bag, and dispose of it in a way that conforms to any local regulations that may exist in your area.

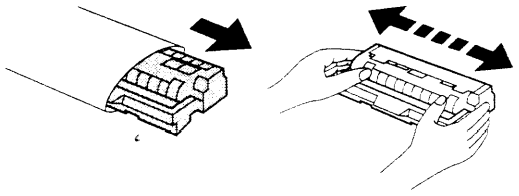
7



Grasp the protruding end of the protective paper, and pull the paper out of the cartridge.

- Be sure not to leave any pieces of torn paper in the printing compartment.
- If you are not replacing the imaging cartridge, go to Step 10.

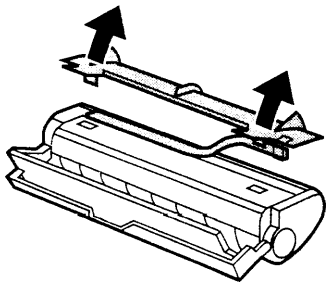
8



Remove the imaging cartridge from its bag, and shake it 4 or 5 times in a horizontal direction.

- This ensures that the toner is well distributed inside the cartridge.

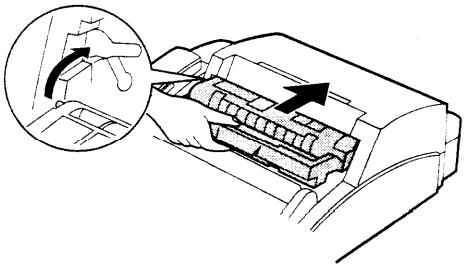
9



Remove the white cover.

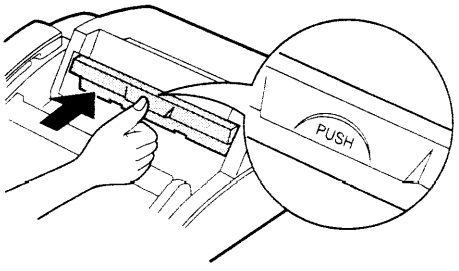
- Remove the white cover and pull out the black rubber strip which is attached to the white cover

10



Grasp the handle of the imaging cartridge so that the stamped markings are facing upwards, and insert the cartridge into the printing compartment.

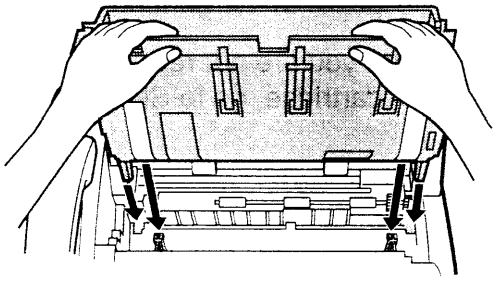
11



Place your thumb on the centre of the handle where it is marked "PUSH", and push the handle slightly up and in so that the cartridge fits into place.

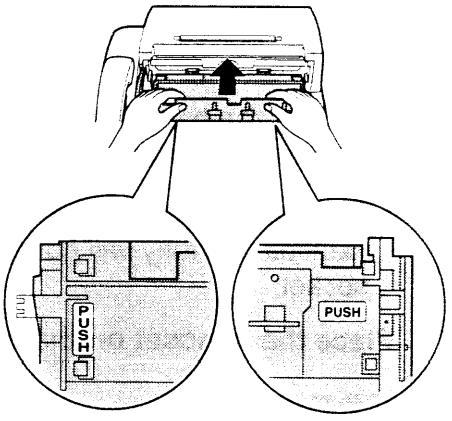
- If you have removed a used imaging cartridge, place it in the empty imaging cartridge bag, seal the bag, and dispose of it in a way that conforms to any local regulations that may exist in your area.

12



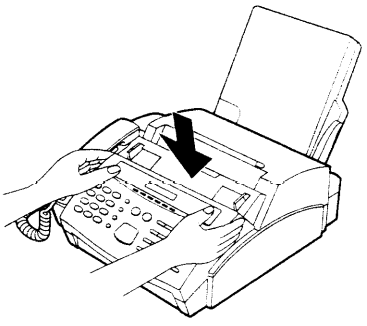
Hold the received document guide vertically, and insert it into its compartment so that the tabs on each side of the guide go into the slots on the sides of the compartment.

13



Make sure that the received document guide is positioned so that the arm on the left side of the guide will go into the hole. Place your thumbs on both sides of the guide where it is marked "PUSH", and push the guide forward until it fits into place.

14



Close the operation panel.

Replacing the cartridges

Your fax uses the following imaging cartridge and drum cartridge. These can be obtained from your dealer or retailer.

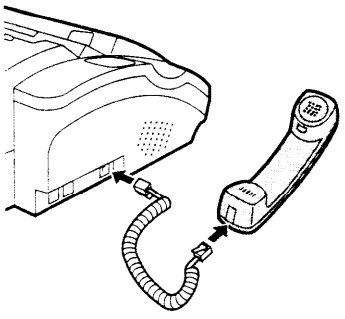
FO-26DC IMAGING CARTRIDGE

FO-26DR DRUM CARTRIDGE

The imaging cartridge is capable of printing approximately 2000 pages if A4 size paper is used and 4% of each page is covered with toner. When the cartridge nears empty (about 250 pages can still be printed), the indicator on the operation panel will begin to blink. When the cartridge is empty, the indicator will light steadily and TONER EMPTY will appear in the display. Replace the cartridge as described above.

To assure printing quality, we recommend that you replace the drum cartridge after 20,000 pages have been printed. You can check the total number of pages printed in the display by pressing the **FUNCTION** key and then the "#" key.

Handset



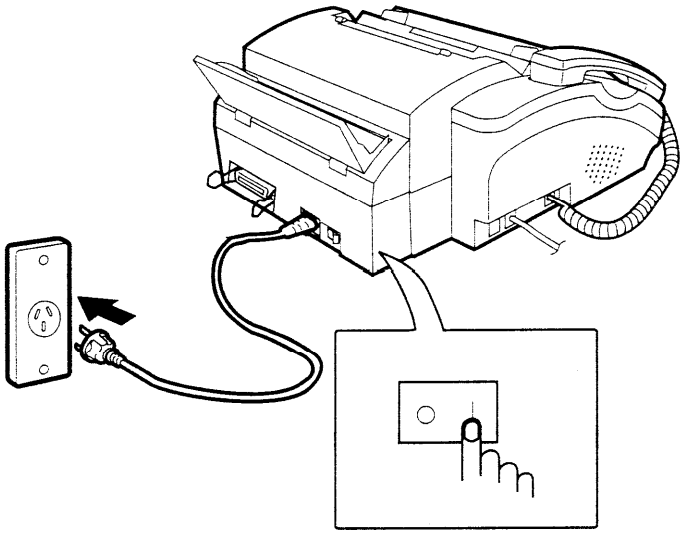
Connect the handset lead to the handset and the fax as shown.

- The ends of the handset lead are identical, so they will go into either socket.

Place the handset on the handset rest.

Use the handset to make ordinary phone calls, or to transmit and receive documents manually.

Power lead



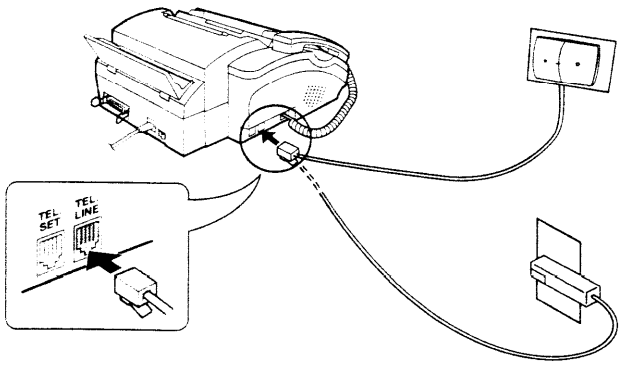
Plug the power lead into a 230-240 V, 50 Hz, grounded (3-prong) AC outlet.

Press the power switch to turn on the power.

- **Caution:** When disconnecting the F-2700M, unplug the telephone line cord before unplugging the power lead.

Telephone line cord

For Australia



Insert the small modular plug which terminates the FO80TP adaptor line cord into the socket on the side of the fax marked "TEL. LINE". Plug the FO80TP adaptor into the telephone socket on the wall.

- Be sure to plug the line cord into the **TEL. LINE** socket on the fax. **Do not** plug it into the **TEL. SET** socket.

For New Zealand

Comments:

- *Your fax is set for tone dialling. If you are on a pulse only dial line, you must reset it for pulse dialling by changing Option Setting 16. This procedure is described in Chapter 7, "Optional Settings".*
- *If you intend to use a computer fax modem on the same phone line, you must reset Option Setting 10 to OFF in order to prevent transmission and reception errors. This procedure is described in Chapter 7, "Optional Settings".*
- *If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased from your dealer or at most telephone specialty stores.*

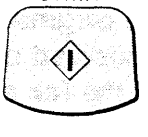
WARNING NOTICE: For all units installed in New Zealand, only the **T** setting for tone dialling is permitted. The **P** setting for pulse dialling does not operate properly and must not be used.

Moving your fax and reconnecting

Should it be necessary to move your fax to a new location, first disconnect the telephone line cord before disconnecting the power lead. When reconnecting, it is necessary to connect the power lead before connecting the telephone line cord.

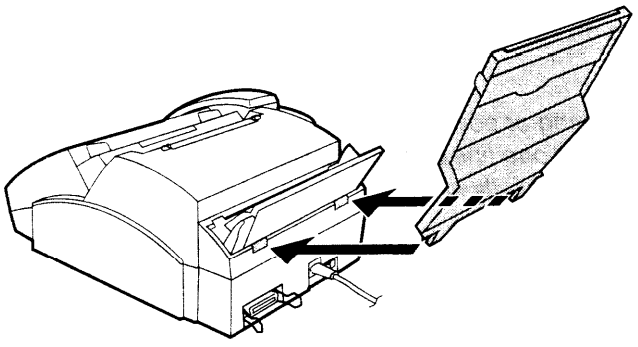
Volume settings

Adjust the volume of the speaker for on-hook dialling as follows:

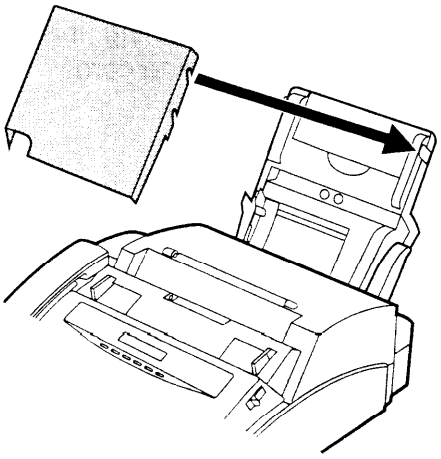
1	FUNCTION SPEAKER	**Press the FUNCTION key and then the SPEAKER key.**
2	**or**	**Press the "#" key to turn the volume up, or the "✳" key to turn it down.**
3	START 	**Press the START key.**

To adjust the volume of the ringer, reset Option Setting 19 as described in Chapter 7, "Optional Settings". (Note that the volume of the handset receiver is adjusted automatically.)

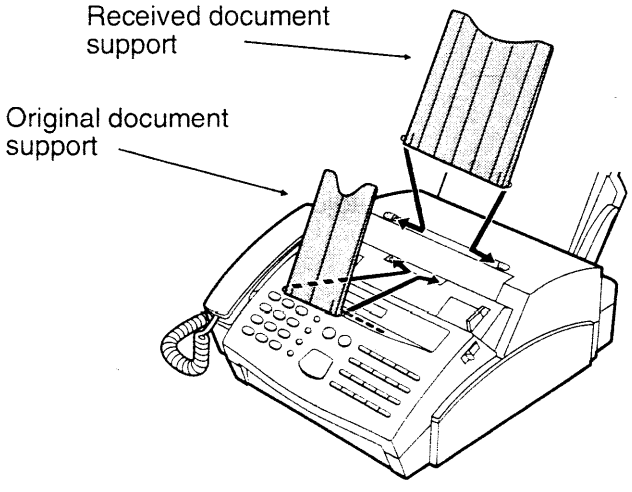
Trays



Attach the paper tray by inserting the tabs into the holes at the rear of the fax.



Place the paper cover on the paper tray so that the notches on each side of the cover fit onto the catches on each side of the tray.



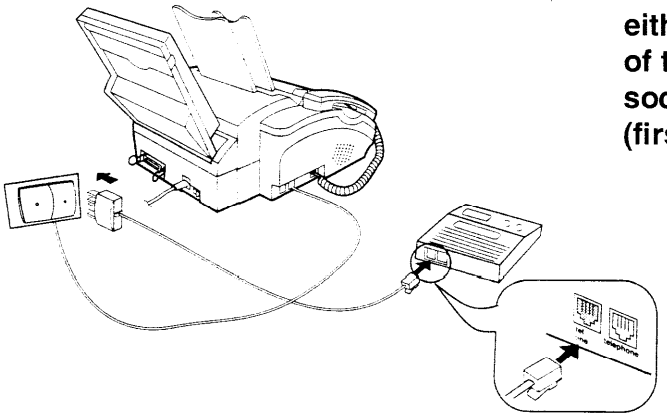
Attach the original document support and the received document support to the top of the fax as shown.

Other devices

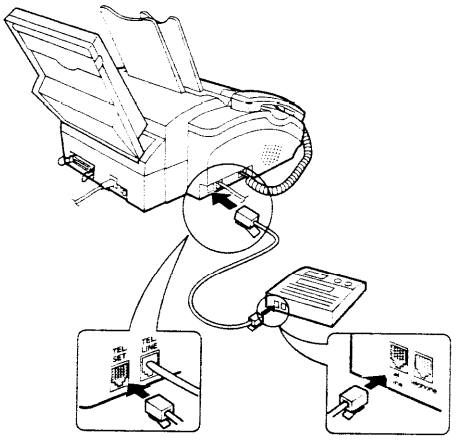
If desired, you can connect either an answering machine or an extension phone to your fax.

- Connecting an answering machine to the fax will allow you to receive both voice and fax messages on the same line while you are out. For details on using this feature, see Chapter 5.
- You can connect an extension phone to the fax to make and receive calls like any other extension phone on your line. For details on receiving faxes from an extension phone, see "Receiving Documents" in Chapter 4.

Insert one end of the answering machine or extension phone line either into the socket on the back side of the FO80TP adaptor, or into the socket marked "TEL. SET" on the fax (first remove the seal from the socket).



or



Important: If you are connecting an answering machine, make sure the line plug is inserted into the answering machine's telephone **line** socket, not its telephone socket.

Important:

- *In New Zealand, not all standard telephones and answering machines will respond to incoming ringing when connected to the extension socket of the equipment.*

CONNECTING THE INTERFACE CABLE

To use your fax as a printer, you must connect it to your computer with a proper parallel interface cable. The cable can be purchased from your dealer (it is not provided with your fax).

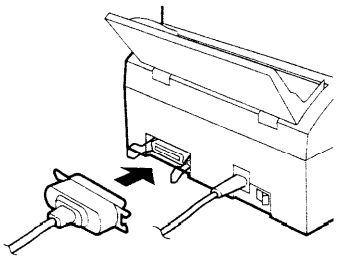
- The cable connector must be a female 36-pin DDK 57LE-40360-730B (D29) connector or equivalent.
- The cable should be a high-quality shielded cable which is IEEE-1284 compliant, and it should be less than 3 meters long.

Follow the steps below to connect the cable.

1

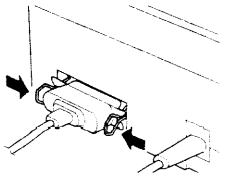
Make sure that the power switches of both the computer and the fax are turned off.

2



Plug the cable into the parallel interface port on the rear side of your fax.

3



Fasten the bail clips at each end of the parallel interface port over the ends of the cable connector to hold the connector in place.

4

Plug the other end of the cable into the parallel interface port on your computer. (See your computer manual for details.)

Note: *The F-2700M sends and receives data bidirectionally at high speed. Some switch boxes cannot support high-speed, bidirectional transfer of data, and using them may cause printing errors to occur.*

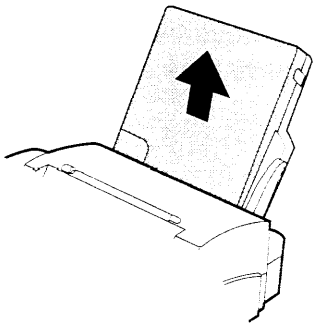
LOADING PRINTING PAPER

The paper tray holds the paper on which received documents and copies are printed. Up to 100 sheets of A4 size paper from 60 to 90 g/m^2 can be loaded in the tray.

Comments:

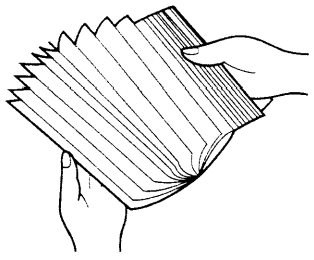
- *Plain paper has a "print" side which should be used to obtain the best print quality. The print side is not visible to the naked eye, so check the label on the end of the package before removing the paper. The print side will be indicated by an arrow, symbol, or wording. Load the paper in the tray print side up as described below.*
- *Best printing results can be obtained from using clean, unused paper. We do not recommend that you use paper that has already been printed on one side, as print quality problems or paper jams may result. Some photocopier machines use toner that fuses at a lower temperature than that used in your printer. If you run these through the printer, the toner which is already on the paper may fuse onto the roller in the fusing unit.*
- *Some pre-printed sheets also use inks or coatings that may be affected by the heat from the fusing unit. If possible, check with the supplier before using such papers. Moreover, print quality cannot be guaranteed for paper with a particularly rough texture or embossing.*

1



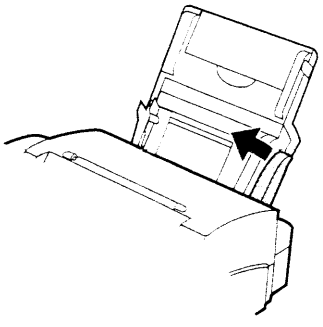
Remove the paper tray cover.

2



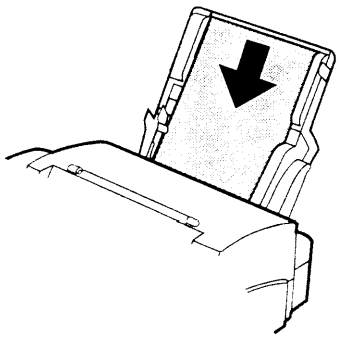
Fan the paper, and then tap the edge against a flat surface to even the stack.

3



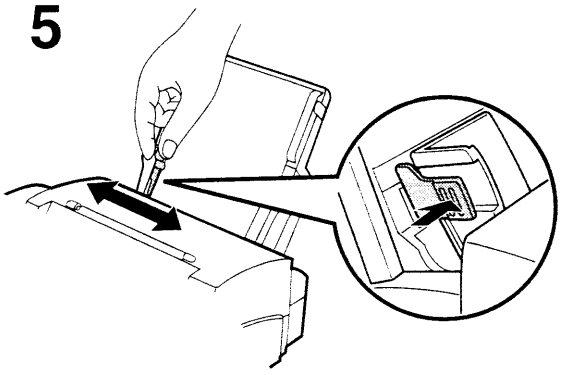
Pull the lever on the right side of the paper tray (marked "PULL") toward you.

4



Insert the paper into the tray, print side up.

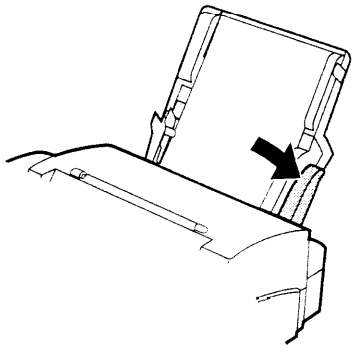
5



Make sure that the right edge of the paper is aligned against the right paper guide, and then move the left paper guide until it fits into the position marked "A4".

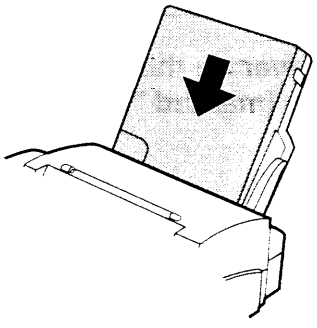
- To move the guide, pinch the lever against the guide.

6



Push the lever on the right side of the paper tray down to set the paper.

7



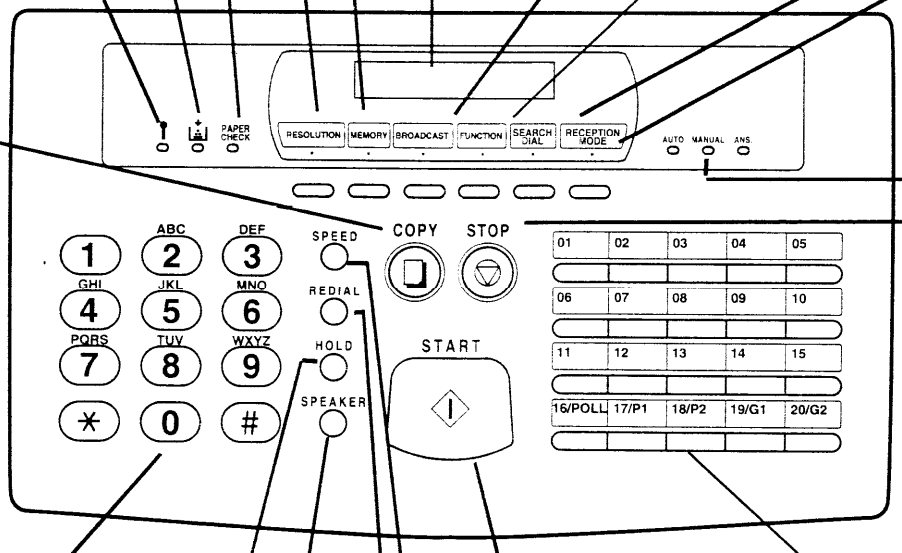
Replace the paper tray cover.

Note: *When adding paper to the paper tray, you must first take out any remaining paper, combine it into one stack with the new paper, and then put the stack in the tray. If you do not remove the remaining paper and simply place new paper on top of it, double feeding may result.*

2 INITIAL SETTINGS

A LOOK AT THE OPERATION PANEL

Before you can begin using your fax, there are some settings which must be made using the keys on the operation panel. First take a moment to familiarize yourself with the operation panel, and then make the settings as described on the following pages.



PAPER CHECK light
This light comes on when you are out of paper or when the paper size setting is incorrect.

Toner empty indicator
This blinks when the imaging cartridge is near the end of its life, and lights steadily when it must be replaced.

Service indicator
This lights when a problem occurs which must be fixed by a service engineer.

RESOLUTION key
Press this key to adjust the resolution and contrast before sending or copying a document.

MEMORY key
Press this key to scan a document into memory before transmitting it.

Display
This displays various messages during operation and programming.

BROADCAST key
Press this key to send a document to a group of receiving fax machines.

FUNCTION key
Press this key to select various special functions.

SEARCH DIAL key
Press this key to search for an automatic dialling number.

RECEPTION MODE key
Press this key to select the mode of reception.

Reception mode lights
One of these lights will come on to indicate which reception mode has been selected.

COPY key
Press this key to make a copy of a document.

STOP key
Press this key to stop operations before they are completed.

Number keys
Use these keys to dial numbers, and enter numbers and letters during number/name storing procedures.

START key
Press this key to send or receive a document.

Rapid Dial Keys
Press one of these keys to dial a fax or voice number automatically. (Note that you must attach the Rapid Key labels.)

HOLD key
Press this key to put the other party on hold during a telephone conversation.

SPEED key
Press this key to dial a 2-digit Speed Dial number.

SPEAKER key
Press this key to dial a number without picking up the handset.

REDIAL key
Press this key to automatically redial the last number dialled.

ENTERING YOUR NAME AND FAX NUMBER

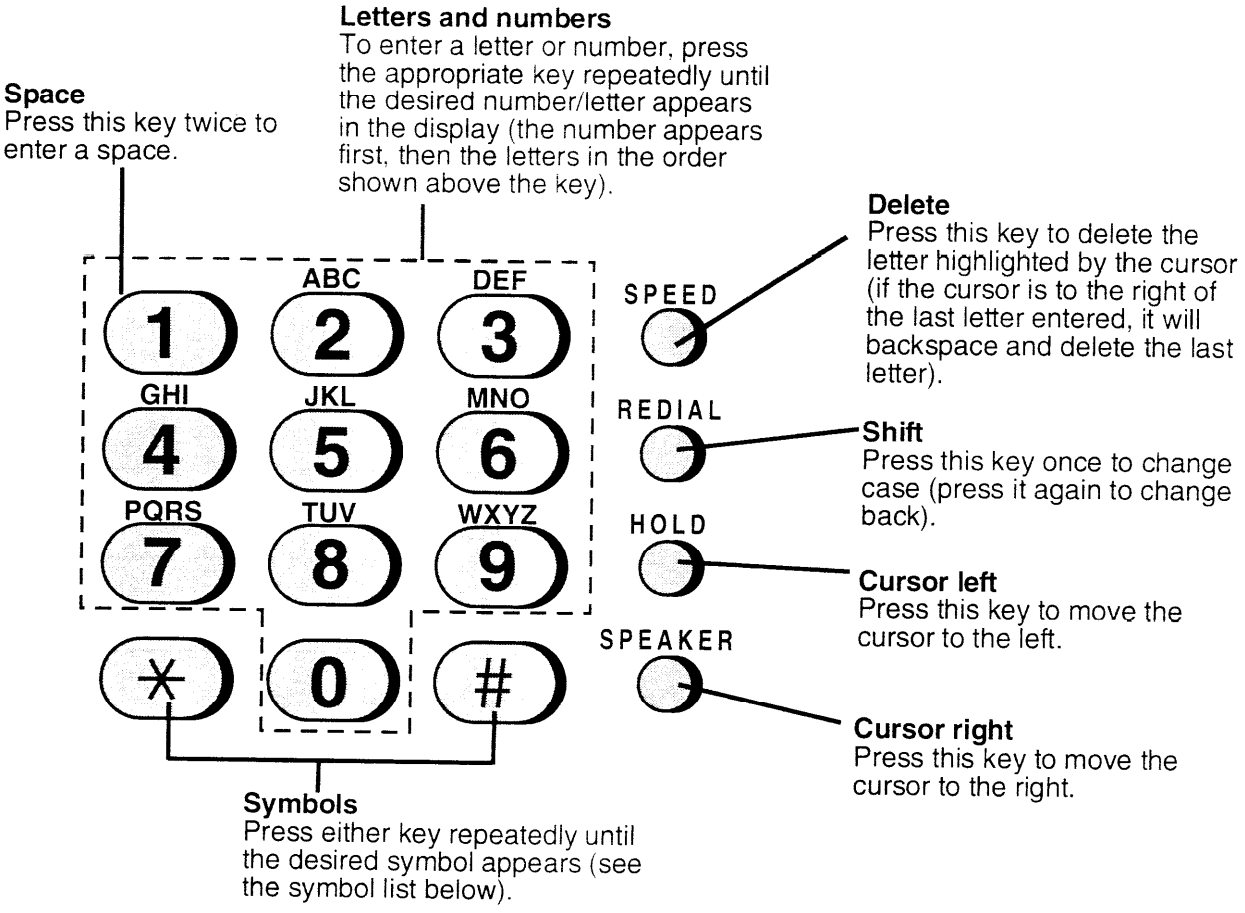
To have your name and fax/telephone number (called the "Sender's name" and "Sender's number") printed at the top of every page you transmit, program them by pressing the panel keys as shown below.

- If you enter an incorrect number or letter, press the **HOLD** key to move the cursor back to the mistake, then enter the correct number or letter. (To move the cursor forward, press the **SPEAKER** key.)

Step	Press these keys:	Comments
1	FUNCTION (3)	"ENTRY MODE" will appear in the display.
2	(*) (*)	"OWN NUMBER SET" will appear in the display.
3	START	
4	(5) (5) (5) (1) (2) (3) (4) (Example)	Enter your fax number (max. of 20 digits) by pressing the numeric keys. (To insert a space between digits, press the "#" key. To insert a "+", press the "*" key.)
5	START	
6	PQRS (7) (7) (7) (7) (7) GHI (4) (4) (4) ABC (2) (2) PQRS (7) (7) (7) (7) SPEAKER PQRS (7) (7) (Example: "SHARP")	Enter your name by pressing the appropriate numeric keys as shown on the following page. Press each key repeatedly until the desired letter appears in the display. (Max. of 24 characters.)
7	START	
8	STOP	Exit.

ENTERING LETTERS FOR NAMES

Names are programmed by pressing the numeric keys. You will notice that letters are indicated above each of the number keys "**2**" through "**9**". To enter a letter (or number), press the appropriate key one or more times until the letter appears in the display (the number will appear first, followed by the letters in the order indicated above the key). The keys used for entering letters and editing are shown below.


Letters and numbers
To enter a letter or number, press the appropriate key repeatedly until the desired number/letter appears in the display (the number appears first, then the letters in the order shown above the key).
Space
Press this key twice to enter a space.
ABC
DEF
GHI
JKL
MNO
PQRS
TUV
WXYZ
1
2
3
4
5
6
7
8
9
*
0
#
SPEED
REDIAL
HOLD
SPEAKER
Delete
Press this key to delete the letter highlighted by the cursor (if the cursor is to the right of the last letter entered, it will backspace and delete the last letter).
Shift
Press this key once to change case (press it again to change back).
Cursor left
Press this key to move the cursor to the left.
Cursor right
Press this key to move the cursor to the right.
Symbols
Press either key repeatedly until the desired symbol appears (see the symbol list below).

Comments:

- *To enter two letters in succession which require using the same key, press the* **SPEAKER** *key once after entering the first letter, then enter the second letter.*
- *To change one individual letter to another, move the cursor to that letter and enter the desired letter. The new letter will simply replace the old one.*

Symbol list

To enter a symbol from the list below, press the "#" key or the "*" key repeatedly until the desired symbol appears.

# →	← *
. / ! " # $ % & ' ( ) * + , - : ; < = > ? @ [¥] ^ _ ` { | } → ←	

Example

The following is an example of entering the name "ABC Co. #1".

- The cursor in the display is indicated below by a rectangle:

Step	Press these keys:	Display
1	ABC 2 ABC 2	A
2	SPEAKER	A
3	ABC 2 ABC 2 ABC 2	A B
4	SPEAKER	A B
5	ABC 2 ABC 2 ABC 2 ABC 2	A B C
6	1 1	A B C
7	ABC 2 ABC 2 ABC 2 ABC 2	A B C C
8	REDIAL MNO 6 MNO 6 MNO 6 MNO 6	A B C C o
9	#	A B C C o .
10	1 1	A B C C o .
11	# # # # #	A B C C o . #
12	1	A B C C o . # 1
13	START	

SETTING THE DATE AND TIME

The date and time appear in the display, in reports, are printed at the top of each page you transmit, and are used for timer operations. Set the date and time by pressing the keys on the operation panel as shown below.

- To correct a mistake, press the **SPEED** key to move the cursor back to the mistake, and then enter the correct number.
- The day of the week is set by entering a code number. Code numbers are as follows:

Day	SUN	MON	TUE	WED	THU	FRI	SAT
Code	0	1	2	3	4	5	6

Step	Press these keys:	Comments
1	FUNCTION (3)	ENTRY MODE will appear in the display.
2	(*)	DATE & TIME SET will appear in the display.
3	START	
4	(0) (1) (Example)	Enter the day of the month (2 digits: "01" to "31").
5	(0) (4) (Example: January)	Enter the month (2 digits: "01" for January, "02" for February, "12" for December, etc.).
6	(9) (6) (Example: 1996)	Enter the last two digits of the year.
7	(4) (Example: Thursday)	Enter the day of the week by entering the appropriate code number (see above table).
8	(1) (0) (Example)	Enter the hour (2 digits: "00" to "23").
9	(2) (5) (Example)	Enter the minute (2 digits: "00" to "59").
10	START	The clock will now start.
11	STOP	Exit.

SELECTING THE RECEPTION MODE

Your fax has three modes for receiving incoming calls and faxes:

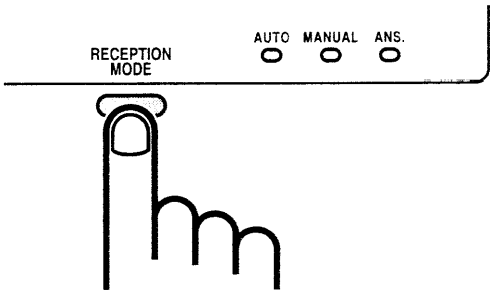
MANUAL mode: This is the most convenient mode for receiving phone calls. You can also receive faxes; however, all calls must first be answered by picking up the fax's handset or an extension phone connected to the same line.

AUTO mode: Select this mode when you only want to receive faxes on your line. The fax machine will automatically answer all calls and receive incoming faxes. Automatic Fax/Phone Changeover, a special function for receiving both faxes and voice calls, also operates in this mode.

ANS. mode: Select this mode when an answering machine is connected to the fax and you want the answering machine to answer all calls. This allows you to receive both voice messages and faxes while you are out.

Setting the reception mode

Press the RECEPTION MODE key until the light under the desired mode comes on.



For more information on receiving faxes in AUTO mode and MANUAL mode, see "Receiving Documents" in Chapter 4. For more information on using ANS. mode, see Chapter 5.

DISTINCTIVE RINGING

If you subscribe to a distinctive ringing service from your telephone company, you will need to reset Option Setting 17 to turn on the Distinctive Ringing function. When this is done, your fax machine will signal voice calls by the normal ringing pattern, and fax transmissions by a special ringing pattern. In the case of a fax transmission, your fax machine will automatically answer the call after 2 rings and receive the fax. To reset Option Setting 17, see Chapter 7.

Important:

- *The Distinctive Ringing function can only be used if you subscribe to a distinctive ringing service from your telephone company. Do not set Option Setting 17 to YES if you are on a normal line, as the fax machine will not operate properly.*
- *If you turn on Distinctive Ringing, Automatic Fax/Phone Changeover will turn off automatically (Option Setting 6).*

STORING NUMBERS FOR AUTOMATIC DIALLING

Automatic dialling is a quick and convenient way of dialling which is performed by either pressing a Rapid Key (Rapid Key Dialling), or pressing the **SPEED** key and entering a 2-digit number (Speed Dialling). It can be used for both fax transmissions and voice calls.

To use Automatic Dialling, you must first store the full number in your fax. The way you store it depends on whether you want to use it for Rapid Key Dialling or Speed Dialling:

- **Rapid Key Dialling:** You assign a full fax number to a Rapid Key. You can also store a name, a voice number (dialled as described in "Making telephone calls" in Chapter 3), and a back-up fax number which is automatically dialled if the first fax number is busy. 20 Rapid Keys are available.

- **Speed Dialling:** You assign a full fax or voice number to a 2-digit Speed Dial number. You can also store a name. 30 Speed Dial numbers are available. (Speed Dial numbers are independent of Rapid Keys.)

Chain Dialling for long numbers

The maximum number of digits which may be entered when storing a telephone or fax number is 20. If you need to store a number which is longer than 20 digits, use Chain Dialling.

Chain Dialling allows you to combine two or more automatic dialling numbers, or use an automatic dialling number followed by additional digits entered manually with the numeric keys, to dial a single number. In addition to being convenient for storing long numbers, it allows you to store an area code or access code as an automatic dialling number.

For example, to store a 36-digit number for automatic dialling, you would need to break it into two parts:

1. Store the first 20 digits into one Speed Dial number ("01", for example) using the storing procedure on the following page, and press "1" in Step 11 of that procedure to specify it as a Chain Dialling number (when dialling, this tells the machine to wait for the remainder of the telephone number when you use the Speed Dial number "01").

2. Store the remaining 16 digits into a separate Speed Dial number ("02", for example), and this time press "2" in Step 11 of the storing procedure to specify that it is not a Chain Dial number (this tells the machine that the final part of the number has been dialled).

In this way, you specify all parts of the number except the last as Chain Dial numbers.

- The maximum number of digits which can be dialled at one time by Chain Dialling is 50.

Storing numbers

Comments:

- *You may need to add a pause between certain digits in the number to allow time for connection. For example, if you are on a PBX telephone system that requires an access number to be dialled (such as "9") to access an outside line, you will need to enter a pause between the access number and the telephone/fax number of the other party. Pauses are entered by pressing the* **REDIAL** *key (2 seconds per pause). If necessary, several pauses can be entered in a row.*
- *To enter letters for names or correct a mistake, see "Entering letters for names" in this chapter.*

Step	Press these keys:	Comments
1	FUNCTION 3	ENTRY MODE will appear in the display.
2	#	FAX/TEL # MODE will appear in the display.
3	1	Select SET.
4	01 (Example)	To store a Rapid Key number, press a Rapid Key. To store a Speed Dial number, press two numeric keys ("01" to "30").
5	5 5 5 1 2 3 4 (Example)	Enter the fax number (max. of 20 digits including pauses) using the numeric keys.
6	START	If you are storing a Speed Dial number, go to Step 9 after pressing **START**.
7	5 5 5 5 7 3 5 (Example)	Enter a full voice number (max. of 20 digits). If you don't want to enter a voice number, skip this step.
8	START	
9	ABC 2 DEF 3 GHI 4 ... WXYZ 9 (Example)	Enter the name of the location or party by pressing numeric keys as described in "Entering Letters for Names" in this chapter (max. of 20 characters). If you don't want to enter a name, skip this step.

10	START	
11	(1) or (2)	Press "**1**" if you want to specify the number as a Chain Dialling number (see the beginning of this section). Otherwise, press "**2**" or "**START**". If you pressed "**1**" or are storing a Speed Dial number, go to Step 14.
12	(5) (5) (5) (0) (2) (5) (4) (Example)	Enter a full back-up fax number. If you don't want to enter a back-up number, go to Step 14.
13	START	
14	Step 4 or STOP	Return to Step 4 to store another number, or press **STOP** to exit. If the number is a Rapid Key number, you can write the name on the label above the appropriate Rapid Key.

Clearing numbers

Step	Press these keys:	Comments
1	FUNCTION (3)	ENTRY MODE will appear in the display.
2	(#)	FAX/TEL. # MODE will appear in the display.
3	(2)	Select CLEAR.
4	01 (Example)	To clear a Rapid Key number, press the appropriate Rapid Key. To clear a Speed Dial number, enter the 2-digit number with the numeric keys.
5	START	
6	Step 4 or STOP	Return to Step 4 to clear another number, or press **STOP** to exit.

Storing Numbers in Group Keys

Group Keys allow you to dial a group of fax numbers by simply pressing the appropriate Group Key once. They are convenient for the Broadcasting function, which is used to transmit a document to a group of fax machines.

Rapid Keys 19/G1 and 20/G2 can be programmed as Group Keys. To program or clear a Group Key, follow the steps below. Note that one key cannot be simultaneously programmed as both a Rapid Key and a Group Key.

- Up to 49 fax numbers can be stored in one Group Key.
- Only Rapid Keys and Speed Dial numbers can be stored in a Group Key. No full numbers can be stored.
- A Group Key cannot be cleared if it is being used in a programmed Broadcasting operation. First clear the programmed operation as described in "Entering and Using Programs" in Chapter 6, then clear the key. If you need to check which program the key is used in, print out the Program and Group List as described in Chapter 8.

Step	Press these keys:	Comments
1	FUNCTION 7	PROGRAM/GROUP will appear in the display.
2	✳	GROUP ENTRY MODE will appear in the display.
3	1 or 2	Press "**1**" (SET) to program a Group Key, or "**2**" (CLEAR) to clear a Group Key.
4	19/G1 or 20/G2	Press a Group Key ("**19/G1**" or "**20/G2**") to select it. If you are clearing the key, go to Step 6.
5	01 02 ... 09 0 1 0 2 ... 2 2 (Example)	Enter fax numbers using one or both of the following methods: • Press one or more Rapid Keys. • Enter one or more Speed Dial numbers with the numeric keys.
6	START	
7	Step 4 or STOP	Return to Step 4 to program/clear another Group Key, or press **STOP** to exit.

Notes

3 PRINTING SETUP

WINDOWS PRINTING SYSTEM

The Windows Printing System software that is included with your F-2700M offers a wide variety of enhanced features for controlling the print jobs that you send from your computer applications to your printer. This system has been especially designed to work in conjunction with Microsoft Windows 3.1, Windows for Workgroups 3.1x, and Windows 95 to yield optimum printing performance and ease of operation.

Windows Printing System makes it possible for the printer and the computer to communicate interactively with each other. This means that you can be continually kept up to date on the status of the print job. Status message displays show how many pages have been printed, how many pages still remain, and also whether any problems such as a paper jam have occurred.

Computer system requirements

You will need the following hardware and software in order to use Windows Printing System.

Computer type	IBM PC/AT or compatible
Windows type	Windows 3.1, Windows for Workgroups 3.1x, or Windows 95
CPU	386SX, 16 Mhz (minimum for Windows 3.1 or Windows for Workgroups 3.1x) 386DX, 16 Mhz (minimum for Windows 95)
Physical RAM	4 MB
Virtual memory	6 MB (minimum)
Free hard disk space	5 MB (for full installation of Windows Printing System)
Display	VGA or Super VGA (minimum requirement)

Comments

- *The Windows driver provided with the Windows Printing System does not work with pure MS-DOS, Windows NT, Win-OS/2, or other operating systems. You can, however, print from MS-DOS applications running under Windows by means of the PCL emulation mode.*
- *To change your computer's virtual memory settings, see "Changing virtual memory settings" in this chapter.*
- *If you are using some of your computer's memory as a RAM drive, Windows Printing System may not be allocated sufficient memory. We recommend that you disable or at least reduce the size of the RAM drive in order to make the most efficient use of your computer's memory.*

The system requirements given above are the minimum required to install and run Windows Printing System. However, performance will be improved if you use an upgraded system. We recommend using a computer with a 486/33 Mhz processor or better and 8 MB or more of RAM to get the full benefits of fast printing that Windows Printing System offers.

The three Printer Driver disks which are included with your F-2700M contain the following software:

The Microsoft Windows Printing System for the SHARP F-2700M	This is the program which runs the printer. It converts the data in the file you want to print into information that the printer can understand. It also controls communication between the printer and the computer as the data is printed.
PCL Emulation Front Panel Application software	This software allows you to print from MS-DOS applications running under Windows. You only need to install this software if you will be printing from MS-DOS applications.
SHARP F-2700M Printer Help files	This is a Windows Help file which gives you detailed information about how to use the Windows Printing System software. When installed, you can view this information by clicking on the Help button in any of the Windows Printing System dialog boxes.
Audio messages	These files provide a spoken version of some some of the status messages which appear in the Printer Status Window. If your computer has a sound system, you can install these files to have a voice message play each time its corresponding status message is displayed.

When you install Windows Printing System, you will be given the choice of installing all parts of the system ("Express" installation), or only the parts that you specify ("Custom" installation).

The Express installation will install all of the above files, and will require approximately 5 MB of free hard disk space. If you have limited hard disk space, or do not want to install some of the parts, select Custom Installation, and then deselect the parts you do not want to install from the Custom Installation dialog box.

If you perform a custom installation, you can go back later and install components which you did not install the first time without having to install the whole Windows Printing System over again. To do so, start the installation as normal, select Custom Installation, and then select the items which you want to install this time and deselect the items which have already been installed.

Installing Windows Printing System

Important:

- *Any Windows Printing System Software already installed must be de-installed before preceding with the installation of the F-2700M software. Only one Windows Printing System printer can be installed at a time.*
- *Be sure to close all other applications which may be open before installing Windows Printing System.*

1. Make sure that paper has been loaded in the F-2700M.
2. Turn on the F-2700M and then start Windows on your computer.
3. Insert Print Driver Disk 1 into drive a (or b, whichever is your 3.5" floppy disk drive).

4. **Windows 3.1 and Windows for Workgroups 3.1x:**

   Choose **File** from the menu bar in Program Manager, and then choose the **Run...** command.

   Windows 95:

   Click the **Start** button and then choose the **Run** icon.

5. Type **a:\setup** (or **b:\setup**, depending on which drive is your 3.5" floppy disk drive) in the box, and then click the **OK** button..

6. Follow the instructions which appear in the installation window.

   When "Which Installation Method?" appears, select **Express** or **Custom** as described above.

   - If you selected Custom, deselect the parts you don't want to install by clicking the corresponding boxes in the Custom Installation window.

   - If you only want to install certain audio messages, click the **Sound** button in the Custom Installation window. To add a message to the **Sounds to Install** box, click the message in the **Sounds Available** box, and then click the **Add** button. To remove a message from the **Sounds to Install** box, click the message in the **Sounds to Install** box, and then click the **Remove** buttion.

7. Remove all floppy disks from the disk drives, and then click the **Restart Windows** button.

8. After Windows has restarted, the **Print a Test Page** window will appear. Click the **OK** button to print out a test page.

   - This window will not appear if the F-2700M is turned on after you have completed Steps 5 and 6.

9. When the Test Page verification window appears, Windows Printing System has installed successfully. Click the **Printed OK** button.

   - Keep the test page in a safe place. It contains useful information that could be of assistance if a problem occurs with the printer.

   - If the print quality is poor, or if you have any other problem with printing, click the **Help** button for on-screen information to help you solve the problem.

10. When the final window appears, click the **OK** button to complete the installation process.

11. Before printing any documents, you must set the paper size to A4. Do so as follows:

    Windows 3.1 and Windows for Workgroups 3.1x:

    Double click the **Control Panel** icon, and then double click the **Printers** icon in the Control Panel window. Make sure that F-2700M is selected in the Installed Printers box, and then click the **Setup** button to open the Printer Setup dialog box. Click the **A4** icon in the Paper Size box, and then click the **OK** button.

    Windows 95:

    Click the **Start** button. Select **Settings** and then click **Printers** in the Settings group. Click the **SHARP F-2700M** icon with the right mouse button to open the File menu, and then click **Properties**. Click the **Details** tab in the Properties window, and then click the **A4** icon in the Paper Size box. Click the **OK** button.

Note: *If a power failure occurs during printing or the power is accidentally turned off, the printing data will be lost. If this happens, reprint the pages which have not been printed.*

Online Help

The online Help file which comes with Windows Printing System provides detailed information about printing and how to use Windows Printing System.

You can refer to this information by clicking the **Help** button in any of the Windows Printing System dialog boxes. You can also select **Contents** or **Search for Help on...** from the **Help** menu in the Printer Status window. For help with a particular feature or situation you encounter, press the **F1** key.

For more information on using Help, select **How to Use Help** from the **Help** menu at the top of the Help window.

Turning on Printer Manager

Printer Manager stores print jobs on your hard disk, and then sends them to the printer in the order received. This allows you to resume your work more quickly.

Follow the steps below to turn Printer Manager on.

1. Double-click the **Control Panel** icon in the Main group of Program Manager, and then double-click the **Printers** icon. The Printers dialog box will open.

2. Check the **Use Printer Manager** box (if it is not already checked) by clicking it.

3. Click the **Close** button (click the **Cancel** button if you didn't change any settings).

CHANGING VIRTUAL MEMORY SETTINGS

Virtual memory is space on the hard disk which your computer uses as if it were random access memory (random access memory, or RAM, is the working memory your computer uses to run applications, etc.). Virtual memory allows you to work with files that would otherwise be too big for your computer's physical RAM.

If your computer does not have enough physical RAM to run Windows Printing System efficiently, you can improve performance by increasing the amount of virtual memory.

Note: *If Windows does not allow you to set virtual memory to a sufficiently large size, it may be that there is not enough room on your hard disk. See your Microsoft Windows User Guide for information on how to fix this and further details on virtual memory.*

Windows 3.1 and Windows for Workgroups 3.1x

1. Double-click the **Control Panel** icon in the Main program group, and then double-click the **386 Enhanced** icon.

2. In the 386 Enhanced dialog box, click the **Virtual Memory** button.

3. In the Virtual Memory dialog box, click the **Change** button.

4. Enter the desired virtual memory size (we recommend at least 6 MB) in the **New Size** box, and select **Permanent** in the **Type** box.

   - Selecting **Permanent** in the **Type** box will give the best performance; however, the maximum size may not be as large as when the **Type** is set to **Temporary**. If the maximum size is not large enough, select **Temporary** in the **Type** box.

5. Click the **OK** button. When the window appears asking you to confirm your changes, click the **Yes** button.

6. To make the changes go into effect, restart Windows.

Windows 95

1. Click the **Start** button in the task bar.

2. Select **Settings** and then click **Control Panel** in the Settings group.

3. In the Control Panel window, double-click the **System** icon.

4. In the System Properties dialog box, click the **Performance** tab.

5. Click the **Virtual Memory** button under **Advanced Settings**.

6. Click the **Let me specify my own virtual memory settings** radio button to select it, and then type in the desired amount of virtual memory (we recommend at least 6 MB) in the **Minimum** box.

7. Choose the **OK** button, and then click the **Yes** button, the **Close** button, and the **Yes** button in the dialog boxes which subsequently appear. Windows will restart, and your new settings will go into effect.

CHANGING PRINTER PORT SETTINGS

If you connect the F-2700M to your computer and turn it on before you install the Windows Printing System software, the F-2700M's printer driver will automatically be set to the parallel port being used (usually LPT1) when the installation process is completed. The printer drivers which were set to this port before the Windows Printing System was installed will all be set to File.

If you need to change the port setting for the F-2700M, follow the steps below.

Windows 3.1 and Windows for Workgroups 3.1x

1. Double-click the **Control Panel** icon in the Main window of Program Manager.
2. Double-click the **Printers** icon. The Printers window will open.
3. If another printer is already installed on the port on which you want to install the F-2700M, select that printer from the **Installed Printers** box, and then click the **Connect** button (otherwise, go to Step 5).
4. Select **File** from the **Ports** box, and then click the **OK** button. You will return to the Printers window.
5. Select the F-2700M from the **Installed Printers** box, and then click the **Connect** button.
6. Select the port you want to use from the **Ports** box, and then click the **OK** button.
7. Click the **Set As Default Printer** button, and then click the **Close** button.

Windows 95

1. Click the **Start** button in the task bar.
2. Select **Settings** and then click **Printers** in the Settings group.
3. If another printer is already installed on the port on which you want to install the F-2700M, click its icon with the right mouse button, and then click **Properties** (otherwise, go to Step 5).
4. Click the **Details** tab in the Properties window, select **File:** from the **Print to the following port** box, and then click the **OK** button. You will return to the Printers window.
5. Click the icon for the F-2700M with the right mouse button, and then click **Properties**.
6. Click the **Details** tab in the Properties window, select the port, and then click the **OK** button.

PRINTING FROM MS-DOS APPLICATIONS

The Windows Printing System can be used to print documents from MS-DOS applications as well as from Windows applications. It does this by means of a special mode called PCL Emulation. When you select the Print command from your application, Windows Printing System will recognize that the job is coming from an MS-DOS application and will switch to PCL Emulation by itself.

- To print from an MS-DOS application, it must be running under Windows. You cannot print from an application that is running from native MS-DOS.
- If the PCL Emulation Front Panel Application software hasn't been installed, you will need to install it before you can print from an MS-DOS application. You can install it without having to install the entire Windows Printing System again. See "Installing Windows Printing System" in this chapter.
- Before printing, select HP LaserJet Series II from the list of available printers in your MS-DOS application.

Changing print settings

PCL Emulation has its own "Front Panel" window which you can use to change a variety of print settings, including number of copies, page orientation, font, printer port, lines per page, and size. These are the same settings that would be made on the front panel of the HP LaserJet Series II printer.

To open the PCL Emulation Front Panel window, double-click the **PCL Emulation Front Panel** icon in the SHARP F-2700M Printing Group window. For detailed information on making the settings, click the **Help** button.

4 BASIC OPERATIONS

SENDING DOCUMENTS

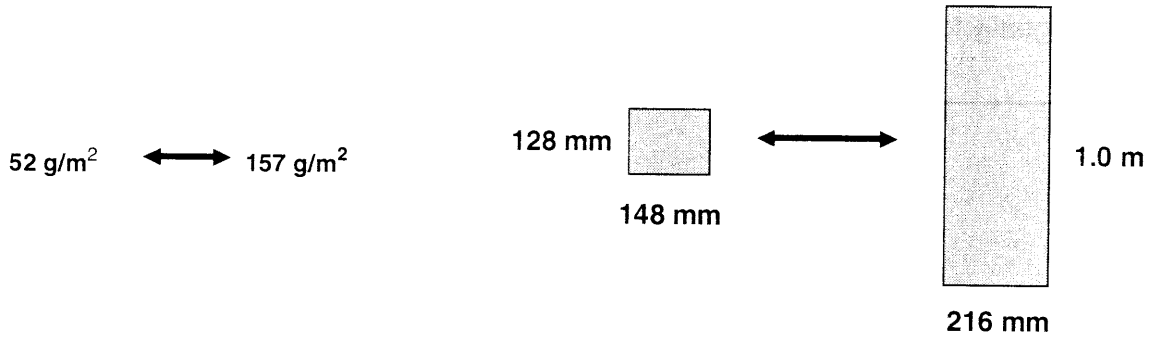
Transmittable documents

Your fax can transmit most standard office documents. Specific guidelines are as follows:

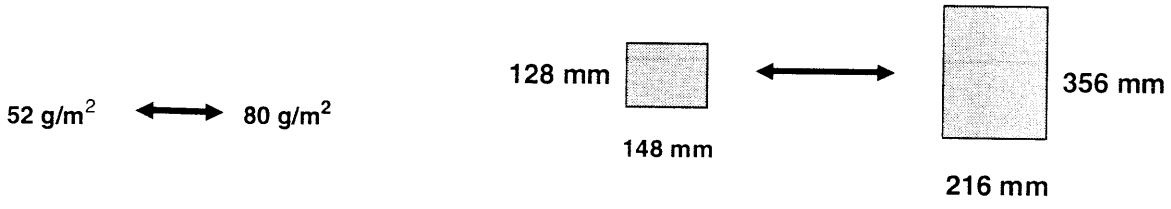
Size and weight

The size and weight of documents which you can load in the document feeder depend on whether you load one sheet at a time or several sheets at once.

One sheet at a time:



Several sheets at once:



Note: *The area of the document which is scanned by the fax is slightly smaller than the actual document size. Any letters or graphics outside this area cannot be transmitted.*

Scanning width:	210 mm
Scanning length:	The length of the sheet minus 4 mm from both the top and bottom edges.

Other restrictions

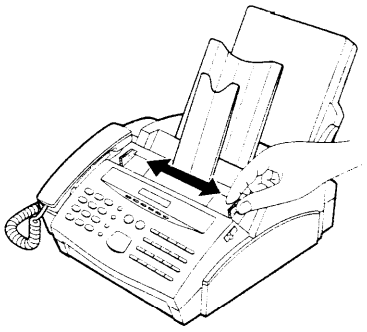
- Documents written in yellow, greenish yellow, or light blue ink cannot be transmitted, as the scanner does not recognise these colours.
- Ink, glue, and correcting fluid on documents must be dry before they are transmitted.
- All clips, staples, and pins must be removed from documents before transmission. If these are not removed, they may damage the fax.
- Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, or easily smudged should be photocopied, and the copy used for transmission.

Loading the document

Up to 20 pages can be placed in the feeder at one time. The pages will be automatically fed into the fax starting from the page on the bottom.

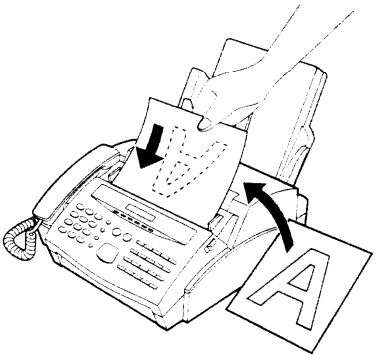
- If you need to send or copy more than 20 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent double-feeding.

1



Adjust the document guides to the width of your document.

2



Place the document face down and push it gently into the document feeder. The top edge of the document should enter the fax first.

- The feeder will draw the leading edge of the document into the fax. SEND/COPY READY will appear in the display.

3

You can now either make resolution and/or contrast settings as described in the following section, or dial the other party as described in the section, "Dialling and transmission".

Important:

If you need to remove the document from the feeder before transmission or copying, first open the operation panel by pulling the panel release on the right side of the fax forward, and then remove the document. If you try to pull the document out without opening the operation panel, you may damage the feeder mechanism.

Optional transmission settings

If desired, there are several transmission settings which you can make before dialling and transmitting the document.

Note: *To make the settings, the document must first be loaded in the feeder.*

Resolution

Your fax has 4 resolution settings:

STANDARD:	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE:	Use FINE for improved reproduction, especially with documents containing small letters or fine drawings.
SUPER FINE:	Use SUPER FINE when you need the highest quality of reproduction.
HALF TONE:	Use HALF TONE for photographs and illustrations. The original will be reproduced in 32 shades of grey.

If you do not make a setting, the fax will automatically send the document in STANDARD.

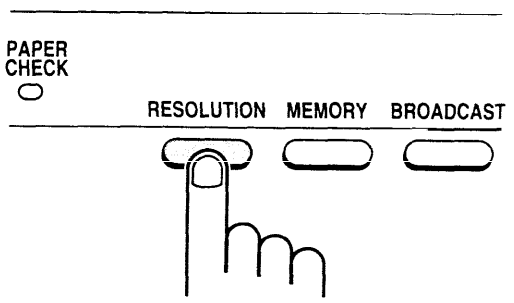
- In order to transmit with FINE or SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, the next best available setting will be used.

- The default resolution (the resolution the fax uses if you do not make a resolution setting) can be changed to FINE by changing Option Setting 1. See Chapter 7, "Optional Settings".

Contrast

The contrast is normally set to AUTO, which means that the fax automatically controls the contrast, but for faint documents you can change the setting to DARK.

Setting the resolution and contrast



Press the RESOLUTION key one or more times until the desired resolution and contrast settings appear in the display.

- The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.

Cover Sheet

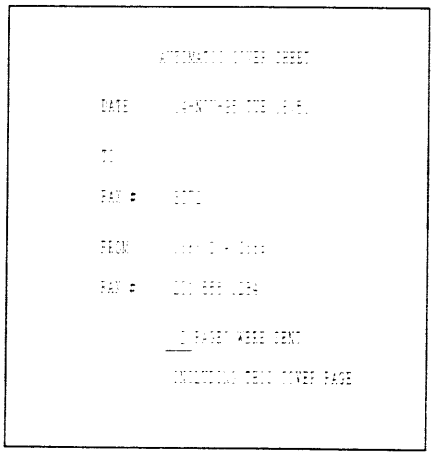
You can have your fax generate a cover sheet and send it as the last page of the transmission. The cover sheet includes the date and time, the sender's name and number, and the receiver's name and number if an automatic dialling number is used. The total number of pages sent is indicated on the bottom.

- Your name and number must be programmed in order for them to appear on the cover sheet. (See "Entering Your Name and Fax Number" in Chapter 2.)
- Cover Sheet cannot be selected when you use the Relay Request Function.

To include a cover sheet with only a single transmission, press the panel keys as shown below. In this case, you can also select a message which will appear at the top of the cover sheet. If you want the fax to automatically send a cover sheet with every transmission, set Option Setting 11 to YES as described in Chapter 7, "Optional Settings" (no message can be selected in this case).

Step	Press these keys:	Comments
1	FUNCTION 9	COVER SHEET MODE will appear in the display.
2	1 or 2	Press "**1**" to turn the cover sheet function on, or "**2**" to turn it off.
3	2 **(Example)**	If you pressed "**1**" in the previous step, select a message by entering a number from "**2**" to "**5**" as shown below, or enter "**1**" if you don't want to include a message. "**1**": NO MESSAGE "**2**": URGENT "**3**": IMPORTANT "**4**": CONFIDENTIAL "**5**": PLS. DISTRIBUTE

Example



Batch Page Numbering (Page Counter)

This setting is used to change the page numbering of the transmitted document from simple numbering ("P.1", "P.2", etc.) to batch numbering, which means that a slash and the total number of pages being sent is added after each page number (for example, "P. 1/5", "P.2/5", etc.). This allows the receiver to check for any missing pages.

- If you are sending a cover sheet, **do not** include the cover sheet in the total number of pages. Your fax will adjust the number to include the cover sheet automatically.
- If you need to cancel a batch number entry, remove the document from the feeder or press the **STOP** key.
- If the number of pages actually transmitted does not coincide with the batch number entered, the alarm will sound and PAGE COUNT ERROR will appear in the display. "PAGE E" will also appear in the "NOTE" column of the Transaction Report if it has been set to print out.

Step	Press these keys:	Comments
1	FUNCTION ✳	PAGE COUNTER SET will appear in the display.
2	1 0 (Example)	Enter the total number of pages (2 digits - "01" to "99") by pressing the numeric keys.

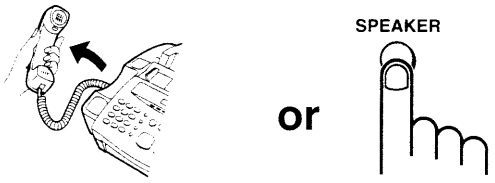
Dialling and transmission

Once you have loaded the document and made any desired contrast/resolution settings, you are ready to dial the number of the receiving fax machine and transmit the document. There are several ways of dialling, and you can select the one which best suits your needs.

Normal Dialling

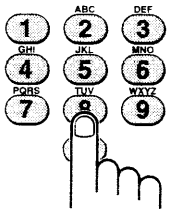
With Normal Dialling, you pick up the handset (or press the **SPEAKER** key) and dial as you would to make a telephone call. If the receiving machine is set to receive faxes manually (this means that the receiving party first answers your call vocally, and then presses their Start key to begin fax reception), you can talk with them before sending the fax.

1



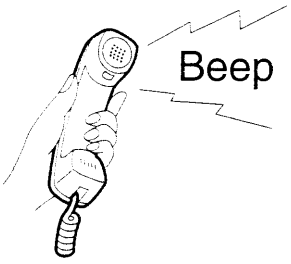
Pick up the handset or press the SPEAKER key. Listen for the dial tone.

2



Dial the number of the receiving machine by pressing the numeric keys.

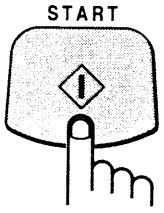
3



Wait for the connection. Depending on the setting of the receiving machine, you will either hear a facsimile reception tone or the other person will answer.

- If the other party answers, ask them to press their Start key (if you pressed the **SPEAKER** key, pick up the handset to speak with them). This causes the receiving machine to issue a reception tone.

4



When you hear the reception tone, press the START key. Replace the handset if you used it.

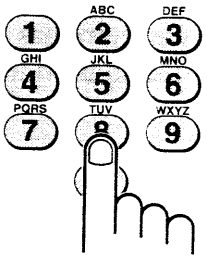
- When transmission is completed, the fax will beep.

Direct Keypad Dialling

If you do not need to talk with the other party before sending the fax, you can just dial; it isn't necessary to pick up the handset or press the **SPEAKER** key.

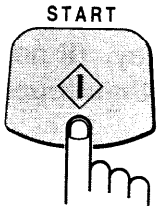
- Direct Keypad Dialling is a form of automatic dialling, so if you need to insert a pause between any digits of the number, press the **REDIAL** key. (For more information on pauses, see "Storing Numbers for Automatic Dialling" in Chapter 2.)

1



Enter the number of the receiving machine by pressing the numeric keys.

2

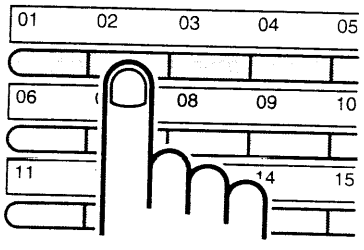


Check the display. If the number of the receiving machine shown is correct, press the START key.

- If it is not correct, press the **STOP** key to backspace and clear one digit at a time, and then re-enter the correct digit(s).

Rapid Key Dialling

If the number you want to dial has been stored as a Rapid Key number (see "Storing Numbers for Automatic Dialling" in Chapter 2), you can dial it by pressing the appropriate Rapid Key.



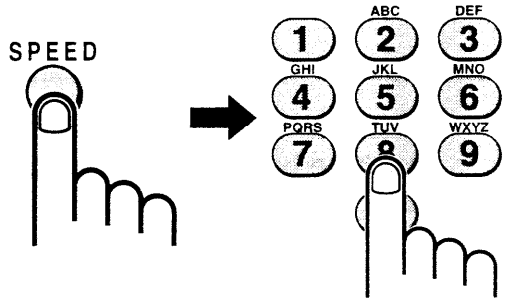
Press the appropriate Rapid Key.

- The name of the receiving party will appear in the display. If no name was stored, the fax number will appear. (If the name or number is incorrect, press the **STOP** key.)
- The document will be automatically transmitted once the connection is made.

Speed Dialling

If the number you want to dial has been stored as a Speed Dial number, you can dial it by pressing the **SPEED** key and then entering the 2-digit number (see "Storing Numbers for Automatic Dialling" in Chapter 2).

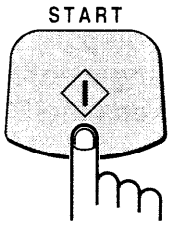
1



Press the SPEED key and then enter the two digits of the Speed Dial number by pressing the number keys.

- To enter numbers 1 through 9, first enter 0 and then the number.

2



Check the display. If the name or number shown is correct, press the START key. (If not, press the STOP key and then repeat Step 1.)

Chain Dialling

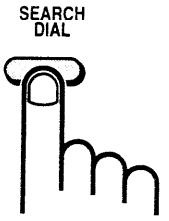
An automatic dialling number set for Chain Dialling (see "Storing Numbers for Automatic Dialling" in Chapter 2) can be combined with another automatic dialling number or digits entered manually with the numeric keys to dial one phone number up to 50 digits long. The following are some examples of how this can be done:

- Press appropriate Rapid Keys in the proper order. For example, press Rapid Key 01, then Rapid Key 02.
- Enter Speed Dial numbers in the proper order. For example, press the **SPEED** key and "22", then the **SPEED** key and "23". Press the **START** key after the final number to begin transmission.
- Press a Rapid Key and then manually enter a number by pressing appropriate numeric keys. Press the **START** key after the final numeric key to begin transmission. (Use this method, for example, when you have stored a long distance access code into a Rapid Key, and want to dial this in combination with a number which hasn't been stored as an automatic dialling number.)

Using the SEARCH DIAL key

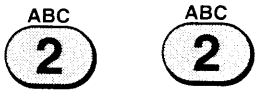
If you don't remember the Rapid Key or Speed Dial number in which you have stored a particular fax number, you can search for the number by following the steps below. Once you have found the number, you can dial it and transmit the loaded document by simply pressing the **START** key.

1



Press the SEARCH DIAL key.

2

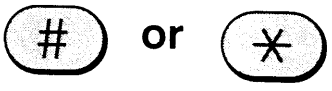


(Example: "B")

Enter the first letter of the stored name by pressing the appropriate number key (the key which corresponds to the required letter) one or more times until the letter appears in the display. If the name begins with a special character or number, press "1".

- If you don't remember the first letter, go to Step 3 (you will scroll through the list from the beginning).
- If a name wasn't stored for the number, press "**0**". This will cause numbers, not names, to appear when you scroll.
- To access voice numbers stored in Rapid Keys which have no name, press "**0**" twice (note that Speed Dial numbers will also appear).

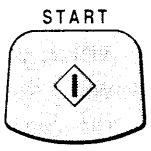
3



Press the "#" key or the "*" key to scroll through the names (numbers if you pressed "0"). Stop when the desired name appears in the display.

- If no names have been stored that begin with the entered letter, you will scroll from the next name, in alphabetical order, in the list. If no names/numbers have been stored at all, NO DATA will appear.

4



Press the START key. The document will be automatically transmitted once the connection is made.

Note: *The* **SEARCH DIAL** *key can be used to access the first number in a Chain Dialling sequence, but not subsequent numbers.*

Redialling

Automatic redialling

If you use automatic dialling (including Direct Keypad Dialling) and the line is busy, your fax will automatically redial the number. Up to 2 redialling attempts will be made at intervals of 5 minutes.

- To stop automatic redialling, press the **STOP** key.

Using the REDIAL key

You can press the **REDIAL** key to redial the last number dialled. To send a document, proceed from Step 3 of Normal Dialling. Note that the speaker will be automatically activated, so you do not need to pick up the handset immediately.

Using AUTO mode

When the reception mode is set to AUTO (press the **RECEPTION MODE** key until the **AUTO** light comes on), your fax automatically answers all calls on 1 ring and receives incoming documents.

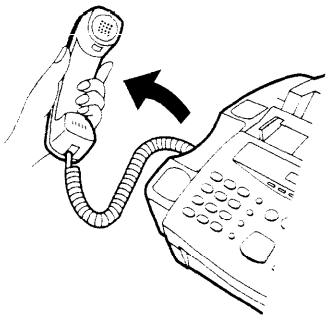
- You can change the number of rings on which the fax answers incoming calls by changing Option Setting 2 (see Chapter 7, "Optional Settings"). Any number from "0" to "4" can be selected. (Select "0" to have your fax answer calls without ringing.)
- If you pick up the handset before your fax answers, you can talk to the other party and/or receive a document as described below in "Using MANUAL mode".

Note: *Documents sent to your fax in Superfine resolution are printed in Fine resolution.*

Using MANUAL mode

When the reception mode is set to MANUAL (press the **RECEPTION MODE** key until the **MANUAL** light comes on), you must answer all calls (including fax transmissions) using the fax's handset or an extension phone connected to the same line.

Receiving documents on your fax machine



When your fax rings, pick up the handset.

- If you hear a fax tone, wait until RECEIVING appears in the display, and then replace the handset.
- If the other party first talks to you and then wants to send a fax, press the **START** key after speaking. Replace the handset.

Note: *As a back-up feature of MANUAL mode, you can set the fax to automatically answer calls and receive documents on any number of rings from 1 to 4. This is useful if you are occasionally unable to respond to an incoming call personally. The setting is made with Option Setting 3. See Chapter 7, "Optional Settings".*

Receiving documents on an extension phone

If you hear a fax tone when you answer an extension phone, wait until your fax answers (the extension phone will go dead), and then hang up. Your fax will automatically receive the document.

Note: *If your fax does not respond within 5 seconds, noise on the line may be preventing it from detecting the fax tone. In this case, manually activate fax reception as described in the following paragraph.*

If the other party first talks to you and then wants to send a document, press "**5**", "✱" and "✱" if you are on a tone dial phone. If you are on a pulse dial phone, set the handset down (do not hang up), walk over to the fax, pick up the handset, and press the **START** key.

Note: *Your fax will not accept the signal to begin reception ("**5**", "✱", and "✱") if a document is loaded in its feeder.*

Comments:

- *If you have set Option Setting 10 to "OFF" and hear a fax tone when you answer the extension phone, you must press "**5**", "✱", and "✱" if you are on a tone dial phone, or walk over to the fax, pick up the handset, and press the **START** key if you are on a pulse dial only phone.*
- *The code used to activate fax reception from a tone dial extension phone ("**5**", "✱", and "✱") can be changed if desired. See Option Setting 8 ("Tel/Fax Remote Number") in Chapter 7, "Optional Settings".*
- *If you do not intend to use the code for activating fax reception, you can turn detection of the code off by resetting Option Setting 9. This will ensure that the fax never mistakenly attempts to begin reception if it detects a signal which it perceives to be similar to "**5**", "✱", and "✱" while you are talking on an extension phone.*

In New Zealand, not all standard telephones and answering machines will respond to incoming ringing when connected to the socket of the equipment.

Automatic Fax/Phone Changeover

This is a special function in AUTO reception mode which is convenient for receiving both faxes and voice calls. When it is turned on, your fax will detect whether an incoming call is a voice call (including manually dialled fax transmissions), or an automatically dialled fax. If it is a voice call, the fax will make a special ringing sound to alert you to answer. If it is an automatically dialled fax transmission, reception will begin automatically.

Caution!

- *Automatic Fax/Phone Changeover* **will not** *route voice calls to extension phone on the same line as the fax machine. Do not use Automatic Fax/Phone Changeover if you intend to use one or more extension phone together with the fax machine.*

Turning Automatic Fax/Phone Changeover on

Automatic Fax/Phone Changeover is turned on by setting Option Setting 6 to "YES". The procedure for doing this is described in Chapter 7, "Option Settings".

- Make sure the reception mode is set to **AUTO**.

Note: *If Option Setting 2 is set to a large number of rings, your fax may not be able to receive documents sent by automatic dialling. If you have difficulty receiving documents, change the setting of Option Setting 2 to a lesser number of rings.*

How the function operates

When a call comes in, your fax will answer it after the number of rings set with Option Setting 2. After answering, the fax monitors the line for about 5 seconds to see if a fax tone is being sent.

- If your fax detects a fax tone (this means that the call is an automatically dialled fax), it will automatically begin reception of the incoming document.

- If your fax doesn't detect a fax tone (this means that the call is a voice call or manually dialled fax), it will make a special ringing sound (called pseudo ringing) for 15 seconds to alert you to answer. If you don't answer within this time, your fax will send a fax tone to the other machine to allow the calling party to send a fax manually if they desire.

Note: *The duration of pseudo ringing can be adjusted with Option Setting 7. See Chapter 7, "Optional Settings".*

Silent ring fax recording system

You can also set your fax machine to receive faxes silenty, but ring to alert you to voice call. To do so, set Option Setting 2 to "0", and turn Option Setting 7 on (this procedure is described in Chapter 7). When a voice call comes in, a special ringer on the fax machine will ring. Note that extension telephones will not ring.

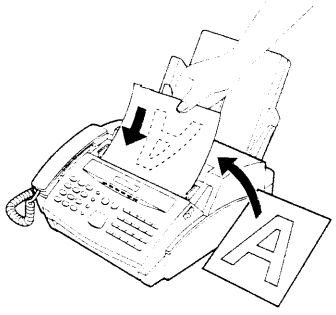
Your fax can also be used to make copies. Single and multiple copies (up to 99 per original) can be made, enabling your fax to double as an office copier.

♦ The default resolution for copying is FINE.

Single copies

Follow these steps when you only want to make one copy of each original in the feeder. Single copying is particularly convenient for making sample copies of documents to be transmitted to see if the resolution or contrast needs adjustment.

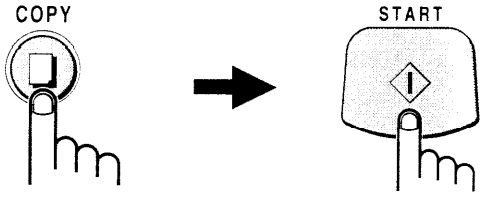
1



Load the document(s) face down.

- If desired, adjust the resolution and/or contrast with the **RESOLUTION** key.

2

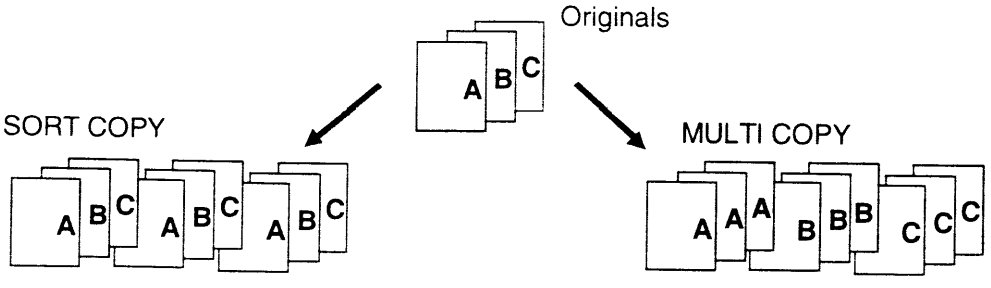


Press the COPY key, and then the START key.

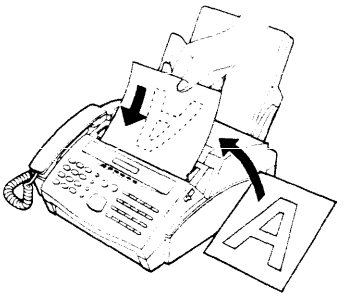
Multiple copies

Follow these steps when you want to make multiple copies of one or more originals. Up to 99 copies per original can be made.

♦ If you are making multiple copies of more than one original, you can choose whether to have the copies sorted (SORT COPY) or not sorted (MULTI COPY). The following example shows how each mode works when 3 copies each of 3 originals are made.



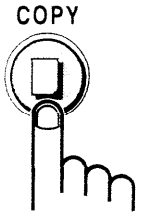
1



Load the document(s) face down.

- If desired, adjust the resolution and/or contrast with the **RESOLUTION** key.

2



Press the COPY key.

3

(1) or (2)

Press "1" to select MULTI COPY, or "2" to select SORT COPY.

4

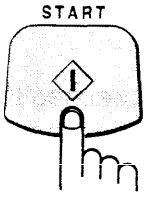
(1) (2)

(Example)

Enter the desired number of copies with the numeric keys.

- If the desired number of copies is from 1 to 9, enter "0" first.

5



Press the START key.

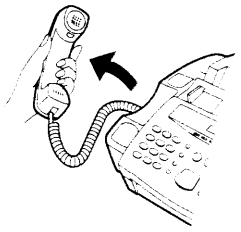
Note: *If you place a large number of originals in the feeder, the memory may become full before all of them can be scanned (MEMORY FULL will appear in the display). If this happens, press the* **START** *key to copy the originals which have been scanned, and then repeat the multiple copy procedure for the remaining originals, including the original which was being scanned when the memory became full.*

MAKING TELEPHONE CALLS

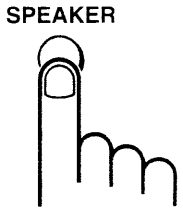
Your fax can be used like a regular telephone to make and receive voice calls.

♦ To make or receive a phone call, the power must be on.

1



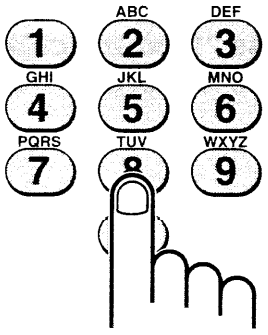
or



Pick up the handset or press the SPEAKER key. Listen for the dial tone.

- To use Rapid Key Dialling, you must press the **SPEAKER** key.

2



Dial the number using one of the following methods:

- **Normal Dialling:** Enter the full telephone number with the numeric keys.
- **Rapid Key Dialling:** Press the appropriate Rapid Key. (The voice number will be dialled.)
- **Speed Dialling**: Press the **SPEED** key, and enter the 2-digit Speed Dial number with the numeric keys.

3

Speak with the other party when they answer.

- If you pressed the **SPEAKER** key, pick up the handset.

Using the SEARCH key

You can use the **SEARCH** key to search for a Rapid Key or Speed Dial number. First search for the number as described in "Using the **SEARCH** key" in "Sending Documents" in this chapter, and then pick up the handset or press the **SPEAKER** key. The number will be dialled automatically after you do so (do not press the **START** key).

Redial

The last number called can be redialled by pressing the **REDIAL** key (it is not necessary to pick up the handset or press the **SPEAKER** key). When the other party answers, pick up the handset.

Hold

You can put the other party on hold during a conversation by pressing the **HOLD** key. When this is done, they cannot hear you. You can put the handset back in the cradle without breaking the connection. When you are ready to speak with them again, pick up the handset. If you did not put the handset back in the cradle, press the **HOLD** key one more time.

Notes

5 ANSWERING MACHINE CONNECTION

USING THE CONNECTION

If you have connected an answering machine to your fax as described in "Assembly and Connections" in Chapter 1, you can receive both voice messages and fax transmissions on the same line while you are out. To use the connection, first change the outgoing message of your answering machine, and then set the reception mode of your fax to **ANS.** when you go out.

Changing the outgoing message

The outgoing message (OGM) of your answering machine should be changed to inform callers who want to send a fax to press their Start key. For example, your message might go as follows:

> "Hello. You've reached the ABC company. No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start key to send a fax. Thank you for calling."

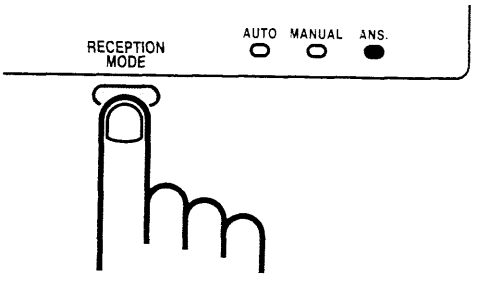
Comments:

- *It is advisable to keep the length of the message under 10 seconds. If it is too long, you may have difficulty receiving faxes sent by automatic dialling.*
- *Your callers can even leave a voice message and send a fax message on the same call. Modify your outgoing message to explain that they can first leave a voice message, and then press their Start key to send a fax.*

When you go out

1

Set the reception mode of your fax to ANS. by pressing the RECEPTION MODE key.



2 **Set your answering machine to auto answer.**

- Your answering machine must be set to answer on a maximum of 4 rings. If not, you may not be able to receive faxes sent by automatic dialling.
- If your answering machine has a toll saver function, make sure that it will answer by the fourth ring.

Note: *If your answering machine has a remote retrieval function, make sure the code used to activate remote retrieval is different from the code used to activate fax reception with an extension telephone (see "Receiving Documents" in Chapter 3). If they are the same, entering the code from an outside telephone to retrieve messages will cause the fax machine to be activated.*

How the answering machine mode operates

While you are out, all of your incoming calls will be answered by your answering machine and its outgoing message will play. During this time, your fax will quietly monitor the line. If your fax detects a fax transmission, it will take over the line and begin reception.

- If the connection is not good or there is noise on the line, the answering machine and/or fax machine may not respond properly.
- The call counter on your answering machine may indicate that voice messages were received, when only fax messages were received.

Note: *To prevent the fax from taking over the line and beginning reception if you call in from an external phone or answer on an extension phone, press any three keys (other than the code to activate fax reception, "***5***", "*", and "*") on the dial pad of the phone. This can only be performed from a phone capable of tone dialling.*

If it doesn't work

If the connection doesn't operate properly, first check the following:

- Is the answering machine connected properly to the fax? One end of the answering machine line should be inserted in the "**TEL. SET**" socket on the fax, and the other end in the answering machine's **telephone line** socket.

- Is the reception mode set to **ANS.**?

If the above settings and connections are correct and the connection still doesn't operate properly, the timing with which the answering machine and the fax operate are probably not well synchronized. Some common synchronization problems and their solutions are described below.

In addition, read the following section, "How fax transmissions are detected", to gain a better understanding of how the fax operates when an answering machine is connected. This will help you determine what course of action to take.

- Are callers who want to leave a voice message being interrupted by the fax before they can do so?

  The fax is set to take over the line and begin reception if it detects a specified duration of silence (called "Quiet Detect Time"). If your outgoing message contains a pause or the caller pauses while leaving a message, and the pause is longer than the specified duration, the fax will interrupt.
  It is best to shorten or eliminate such pauses, but if necessary you can also try lengthening the Quiet Detect Time setting. This procedure is described in "Optional A.M. Connection Settings" at the end of this chapter.

- Are callers who want to send a fax manually having trouble doing so after your answering machine's outgoing message plays?

  If so, the answering machine may be disconnecting the line (hanging up) before your fax has a chance to take over the line and begin reception. You can make your fax activate sooner by shortening the Quiet Detect Time setting. This procedure is described in "Optional A.M. Connection Settings" at the end of this chapter.

- Are you having trouble receiving documents sent by automatic dialling?

  Make sure that your answering machine's outgoing message is less than 10 seconds long, and that your answering machine is set to answer on between 2 and 4 rings. Inserting a short pause at the beginning of your answering machine's outgoing message might also help, as this gives your fax a chance to clearly hear and detect the fax "calling" tone which the transmitting fax sends in the case of automatic dialling.

How fax transmissions are detected:

Your fax detects fax transmissions in two ways when an answering machine is connected, depending on whether the document is being sent automatically or manually:

Automatic dialling: If the document is sent using a form of automatic dialling, such as Rapid Key or Speed Dialling, the transmitting fax machine will send a "calling tone" at 3-second intervals for a period of about 30 to 40 seconds after dialling. When your fax detects this tone, it will disconnect the answering machine, send a "reception tone" in response, and begin receiving the transmission.

If the transmitting fax does not receive a reception tone from your fax within 30 to 40 seconds after dialling, it will usually hang up and automatically redial several minutes later.

Since your fax may not be able to detect the transmitting fax's calling tone until after the outgoing message ends, it is important that the answering machine answers the call within 4 rings and the outgoing message does not last too long. Otherwise, your fax may not be able to establish communication with the transmitting fax before the latter hangs up.

Manual dialling: If the document is being sent by normal (manual) dialling, the transmitting fax machine does not send a calling tone. Instead, the person faxing normally waits until they hear a reception tone and then presses their Start key. In the case of an answering machine connection, they will hear your outgoing message instead of a reception tone, and then press their Start key.

However, this does not signal a fax transmission to your fax. Instead, it must use a function called "Quiet Detect Time" to detect the transmission. This function causes your fax to disconnect the answering machine and begin reception if it detects a certain duration of silence.

Your fax is set to automatically begin fax reception if it detects a duration of silence of 6 seconds. When the person faxing presses their Start key, the line will go quiet, and the transmitting fax machine will wait for a reception tone from your fax. Your fax will disconnect the answering machine 6 seconds after the key is pressed, and send a reception tone to tell the other fax machine to begin transmission.

If your answering machine has a fast disconnect time and disconnects the line before 6 seconds elapses, fax reception will not be possible. In this case, you must shorten the Quiet Detect Time setting as described on the following page. On the other hand, if the Quiet Detect Time setting is too short, your fax may interrupt voice callers if they pause during their message or if there is a period of silence in your outgoing message.

OPTIONAL A.M. CONNECTION SETTINGS

If necessary, you can use the following settings to improve the response of the answering machine connection to incoming calls.

Quiet Detect Time

This function causes the fax machine to take over the line and begin reception if a certain duration of silence is detected after the answering machine answers.

Time selections for the period of silence are 1 to 10 seconds. Quiet Detect Time has been set to 4 seconds at the factory. This gives the best performance with most answering machines; however, you may need to adjust this setting depending on the disconnect time of your answering machine.

- Some answering machines may have unusually fast disconnect times (equal to or very slightly less than 4 seconds), which means that the answering machine may disconnect the line before fax reception can begin. In this case, try a Quiet Detect Time setting of about 3 seconds.

- If the fax machine is interrupting callers before they can leave a message, try a longer Quiet Detect Time setting. If your outgoing message includes a period of silence, make sure that the setting is longer than that period of silence, or re-record your outgoing message to shorten the silence.

Note: *Quiet Detect Time can be turned off by entering "00" for the time. Note, however, that the fax machine will not be able to receive faxes sent manually by Normal Dialling.*

Step	Press these keys:	Comments
1	FUNCTION, 0	A.M. MODE will appear in the display.
2	#	QUIET DETECT TM. will appear in the display.
3	0, 4 (Example)	Set the time by entering a two-digit number equal to the number of seconds ("01" to "10" seconds), or enter "00" to turn off the function.
4	STOP	Exit.

If it still doesn't work...

With certain answering machines, it may not be possible to find a Quiet Detect Time setting which will allow both fax reception and uninterrupted voice message recording. In this case, callers on tone dial lines can still send faxes by pressing "5", "✱", and "✱" on their fax. This is the code for activating fax reception which can be changed by resetting Option Setting 8.

To use this method, turn off Quiet Detect Time by entering "00" in Step 3 of the above procedure, and then change your outgoing message to inform callers with tone dial telephones that they can send a fax by pressing "5", "✱", "✱", and then their Start key. The message might go as follows:

> "Hello. You've reached the ABC company. No one is available to take your call right now. After the beep, please leave a message, or, if you want to send a fax and are calling on a touch-tone line, press 'five' once, 'asterisk' twice, and then your facsimile Start key."

Fax when Answering Machine Fails

When this function is turned on, your fax will answer the call after 4 rings if the answering machine for some reason fails to answer before that time. This ensures that you will receive fax messages even if the answering machine's tape fills up or the answering machine is not turned on.

- The factory setting is "NO" (off).

Note: *When this function is turned on, make sure that the answering machine is set to answer on 4 rings or less. If it isn't, the fax will always answer first, preventing callers from leaving voice messages.*

Step	Press these keys:	Comments
1	FUNCTION (0)	A.M. MODE will appear in the display.
2	(✱)	SELECT AUTO RCV. will appear in the display.
3	(1) or (2)	Press "**1**" to turn the function on, or "**2**" to turn it off.
4	STOP	Exit.

6 SPECIAL FUNCTIONS

MEMORY

Your fax has a memory which can be used to temporarily store both incoming and outgoing documents.

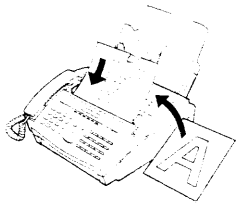
- Approximately 28 pages of average content (based on ITU-T Test Chart #1 at standard resolution) can be held in memory if they are all to be transmitted, or 32 pages if they are all received (39 received pages if Option Setting 23, Error Correction Mode, is set to NO). Less can be held if any were scanned using fine or halftone resolution.
- If you need more memory, a 1 MB add-on option is available from your dealer or retailer which will increase the capacity to 92 transmission pages or 92 received pages (99 received pages if Error Correction Mode is set to NO).

Sending documents from memory

With this function, the original document is scanned immediately, stored in memory, and then transmitted once the connection to the receiving machine is made. This is convenient when transmitting to places where the line is often busy, as it saves you from waiting to collect the original document and frees the feeder for other operations.

- Only one memory transmission can be set at a time.
- The amount of memory currently occupied appears as a percentage in the display while the document is being scanned.

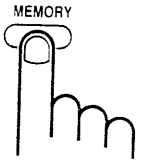
1



Load the document(s).

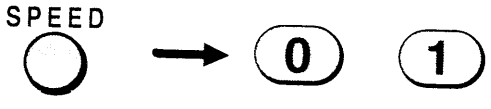
- Set the resolution and/or contrast if desired.

2



Press the MEMORY key.

3

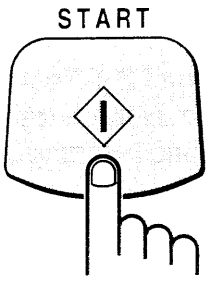


(Example)

Enter the number of the receiving machine using one of the following methods:

- Press a Rapid Key.
- Press the **SPEED** key and enter a Speed Dial number.
- Enter a full telephone number by pressing the number keys.

4



Press the START key if you entered a Speed Dial number or a full number.

- The document is first scanned and stored in memory. The other machine is then dialled (redialling will be performed automatically if necessary). When the connection is made, transmission begins. Afterwards, the document is cleared from memory and your fax returns to standby mode.

If the memory becomes full...

If the memory becomes full while the document is being scanned, MEMORY FULL will appear in the display.

- Press the **START** key if you want to transmit the pages which have been stored up to that point in memory. The remaining pages will be ejected from the feeder. After transmission, the memory will be cleared and you can transmit the remaining pages. You will also need to transmit the page which was being scanned when the memory filled up.

- Press the **STOP** key if you want to cancel the entire transmission.

Substitute reception into memory

This is a back-up function which is automatically activated if your fax runs out of paper, the imaging cartridge needs replacement, or the paper jams.

When you have received a document in memory, FAX RX IN MEMORY will appear in the display, alternating with CHECK PAPER, REPLACE TONER, or PAPER JAM. When you add paper, replace the imaging cartridge, or clear the jam, the stored documents will automatically be printed out.

- If you received documents in memory because the fax ran out of paper, be sure to add paper which is the same size as the paper previously used. If not, the document print-out size may not match the size of the printing paper.

Caution!

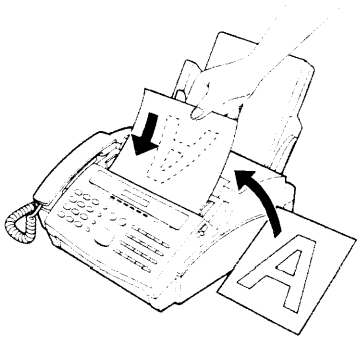
- *When documents are stored in memory, do not turn the power off. This will erase all of the contents.*

- *If documents received in memory are lost due to a power failure or other interruption of the power supply, a "CLEAR REPORT" will be printed out when the power is restored. This gives information about the receptions lost, including the fax numbers of the transmitting machines if they are available.*

TRANSMISSION RESERVATION

When your fax is busy receiving a document or transmitting a document from memory, you can "reserve" a transmission by loading the document and entering the fax number. Once the current operation is completed, your fax will automatically dial the number and transmit the document, saving you from having to wait.

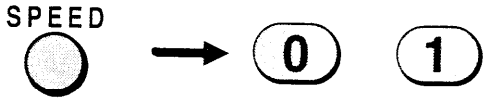
1



Load the document(s).

- RESERVE READY will appear in the display.
- Set the resolution and/or contrast if desired.

2

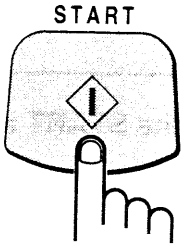


(Example)

Enter the number of the receiving machine using one of the following methods:

- Press a Rapid Key.
- Press the **SPEED** key and enter a Speed Dial number.
- Enter a full number with the numeric keys.

3



Press the START key if you entered a Speed Dial number or a full number.

- The number will be dialled once the current operation is completed, and transmission will begin once the connection is made.

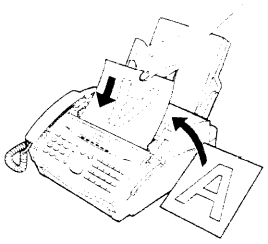
Note: *If the document is removed from the feeder after a transmission reservation is set, the reservation will be cancelled.*

BROADCASTING

This function allows you to send the same document to as many as 50 different locations with just one operation. First store the document in memory, then enter the numbers of the receiving machines. The document will be transmitted to each location.

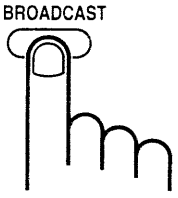
- To enter the fax numbers of the receiving machines, you must use Rapid Keys, Speed Dial numbers, or Group Keys; no full numbers can be entered.

1



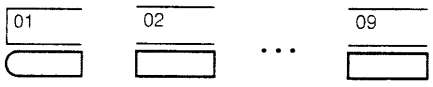
Load the document(s).

2



Press the BROADCAST key.

3

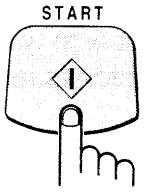


(Example)

Dial the receiving units using one or more of the following methods:

- Press one or more Rapid Keys.
- Enter one or more Speed Dial numbers by pressing the numeric keys.
- Press one or more Group Keys.

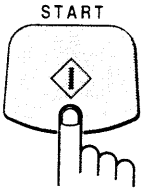
4



Press the START key.

- Set the resolution and/or contrast if desired.

5



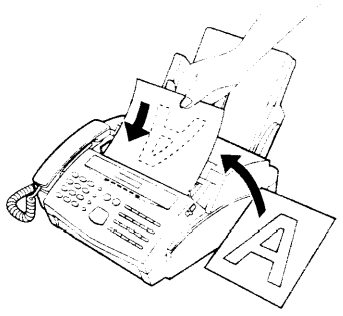
Press the START key. Transmission will begin.

- A Transaction Report is automatically printed out after Broadcasting is completed. Check the "Note" column of the report to see if any of the locations are marked "Busy" or have a communication error code. If so, send the document to those locations again.

Broadcasting using a Group Key

If the fax machines to which you want to broadcast have all been programmed into one Group Key, you can perform the broadcasting operation using the following simplified procedure:

1



Load the document(s).

- Make any desired transmission settings (resolution, contrast, etc.).

2

Press the appropriate Group Key. Transmission will begin.

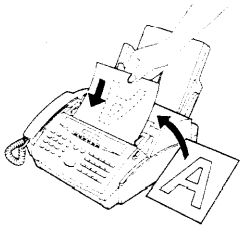
(Example)

CONFIDENTIAL TRANSMISSION

The Confidential function is used to send documents confidentially. When the receiving machine receives the document, it stores it in memory instead of immediately printing it out. Print-out will not be performed until the receiving party enters the correct passcode.

- Confidential transmission is only possible when the receiving machine is a Sharp model with confidential reception capability.
- Confidential reception is not possible with the F-2700M.

1



Load the document(s).

- Make any desired transmission settings (resolution, contrast, etc.).

2

Press the FUNCTION key, "6", and the "START" key.

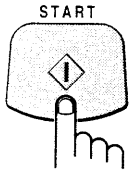
- CONF. TX MODE will appear in the display.

3

(Example)

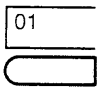
If the receiving machine has multiple mailboxes, enter the appropriate 2-digit mailbox number with the numeric keys (if not, skip this step).

4



Press the START key.

5



(Example)

Dial the receiving unit using one of the following methods:

- Press a Rapid Key.
- Press the **SPEED** key and enter a Speed Dial number. Press the **START** key.
- Enter a full telephone number with the numeric keys, and press the **START** key.

Transmission will take place once the connection is made.

Polling allows you to request another fax machine to send a document to your fax machine. In other words, the receiving fax machine, not the transmitting fax machine, activates the transmission. You can use your fax to both poll and be polled by others.

Setting the polling key

To use the polling function, you must first set Rapid Key 16/POLL for use as a polling key. This is done by pressing the panel keys as shown below.

- The polling key cannot be used for both Rapid Key Dialling and Polling. If it has already been programmed for Rapid Key Dialling, you must clear it first as described in "Storing Numbers for Automatic Dialling" in Chapter 2.

Step	Press these keys:	Comments
1	FUNCTION 3	ENTRY MODE will appear in the display.
2	# #	POLLING FUNCTION will appear in the display.
3	1 or 2	Press "**1**" to turn the polling function on, or "**2**" to turn it off.
4	START	
5	STOP	Exit.

Polling others

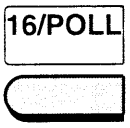
1

SPEED ○ ➡ 0 1

(Example)

Dial the fax machine you want to poll using one of the following methods:

- Pick up the handset (or press the **SPEAKER** key) and dial the full number. Wait for the fax answerback tone.
- Press the **SPEED** key and enter a 2-digit Speed Dial number.
- Enter the full number using the numeric keys.

2 

Press Rapid Key 16/POLL.

- If you used the handset, replace it when POLLING appears in the display. Reception will begin.

Being polled (Polling Standby)

To let another fax machine poll your fax, simply set the reception mode to AUTO, and load the document(s) to be sent.

Transmission will take place when the other fax machine calls your fax and activates polling. Automatic reception is possible whilst your fax is on polling standby.

Polling Security

Polling Security allows you to prevent unauthorized polling of your fax. When this function is turned on, polling will only take place when the fax number of the polling fax machine has been entered in your fax's list of permitted fax numbers (called "passcode numbers"). The number of the polling fax must also be correctly programmed into itself.

Turning Polling Security on and off

Step	Press these keys:	Comments
1	FUNCTION 3	ENTRY MODE will appear in the display.
2	# # #	SECURITY SELECT will appear in the display.

3	1 or 2	Press "**1**" to turn polling security on, or "**2**" to turn it off.
4	START	
5	STOP	Exit.

Storing and clearing fax numbers for polling permission

You can store up to 10 fax numbers in your fax's list of permitted numbers.

Step	Press these keys:	Comments
1	FUNCTION 3	ENTRY MODE will appear in the display.
2	* * *	PASSCODE # MODE will appear in the display.
3	1 or 2	Press "**1**" to set a number, or "**2**" to clear a number.
4	0 1 (Example)	**Storing**: Enter a 2-digit number (from 01 to 10). This number identifies the fax number you will enter in the next step. **Clearing**: Enter the 2-digit number which identifies the fax number you want to clear, and go to Step 6.
5	5 5 5 1 2 3 4 (Example)	Enter the fax number (max. 20 digits).
6	START	
7	Step 4 or STOP	Return to Step 4 to enter another number, or press **STOP** to exit.

Relay Request allows you to send a document to another fax machine and have that fax broadcast the document to a number of other fax machines. This function is useful when the relay fax machine is closer to the end fax machines than your fax, as it reduces telephone line costs.

Important:

- *Relay Request can only be used if the intermediate relay machine is a Sharp machine having the Relay Broadcast function (note that your fax cannot act as a relay machine).*

Storing a relay group

To make a relay request, you must first enter the relay group. This consists of the fax number of the intermediate relay machine and the fax numbers of the end receiving machines. Only one group can be entered, and this group will remain in memory until cleared.

- Only a Rapid Key number or a Speed Dial number can be entered to specify the relay machine; a full number cannot be entered.
- Fax numbers of the end receiving machines can be entered as Rapid Key numbers, Speed Dial numbers, and/or Group Key numbers if they have been stored as such in the ***relay*** machine (not in your fax machine). Check with the operator of the relay machine for these numbers.
- The total number of end receiving machines which can be entered varies with the model used as the intermediate relay machine. Check with the operator of the relay machine to find out how many receiving machines can be entered.
- A maximum of 400 spaces are available in memory for storing the numbers of end receiving machines. The number of spaces occupied by each number depends on what kind of number it is:

Rapid Key number:	4 spaces
Speed Dial number:	2 spaces
Group Key number:	4 spaces (for one group)
Full number:	Number of digits in number (e.g. a maximum of 14 full numbers can be entered, with a maximum of 30 digits per number).

Step	Press these keys:	Comments
1	FUNCTION 5	RELAY FUNCTION will appear in the display.
2	# #	SET RELAY GROUP will appear in the display.
3	START	
4	0 1 (Example)	Enter the fax number of the relay machine by pressing a Rapid Key or entering a 2-digit Speed Dial number with the numeric keys.
5	START	
6	0 1 (Example)	Enter the relay machine's Rapid Key numbers of the end receiving machines by pressing numeric keys (not Rapid Keys). (Skip this step if you don't want to enter Rapid Key numbers.)
7	START	
8	0 1 (Example)	Enter the relay machine's Speed Dial numbers of the end receiving machines by pressing numeric keys. (Skip this step if you don't want to enter Speed Dial numbers.)
9	START	
10	0 2 (Example)	Enter numbers of Group Keys for end machines by pressing numeric keys. (Skip this step if you don't want to enter Group Key numbers.)
11	START	
12	5 5 5 1 2 3 4 (Example)	Enter a full fax number (skip this step if you don't want to enter full numbers). Include the area code (e.g. "201") if the number is outside of the calling area of the relay unit.
13	START	Press **START** and go back to Step 12 if you want to enter another full number.
14	START	

To clear the relay group

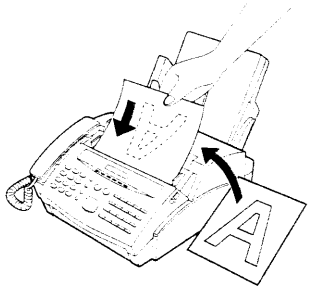
Step	Press these keys:	Comments
1	FUNCTION 5	RELAY FUNCTION will appear in the display.
2	*	CLEAR RELAY GRP will appear in the display.
3	START	
4	STOP	Exit.

Making a relay request

Important:

- *To make a relay request, your fax number must be entered into the Relay Passcode List of the relay fax machine by the operator of that fax. (Your number must also be correctly entered in your fax as described in "Entering Your Name and Fax Number" in Chapter 2.)*

1



Load the document.

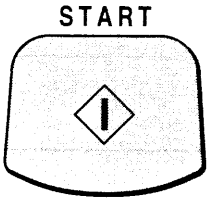
- Set the resolution and/or contrast if desired.

2

FUNCTION → 5 → #

Press the FUNCTION key, the "5" key, and the "#" key.

3



Press the START key.

TIMER OPERATIONS

The timer function allows you to set a transmission or polling operation to be performed automatically at a time you specify. Up to two transmission operations (one from the feeder and one from memory) and one polling operation can be set at any one time, and the times they will be performed can be specified up to a week in advance.

You can use this function, for example, to take advantage of off-peak telephone rates without having to be there when the operation is performed.

- For a timer transmission, you can either scan the document into memory when you set the transmission, or leave the document in the feeder before the transmission time. Scanning the document into memory is convenient because you don't have to worry about document mix-ups or forgetting to load the document. If a transmission from the feeder is set, a highlighted "T" will appear at the right of the display.

- Code numbers are used to specify days of the week. Refer to the table below when making time settings which include a specified day:

Day	SUN	MON	TUE	WED	THU	FRI	SAT
Code	0	1	2	3	4	5	6

Note: *Only regular transmissions and polling operations can be set using the procedure described below. If you want to set a broadcast, confidential, or relay request operation to be performed at a specified time, program the operation into a Program Key and include a timer setting. This is described in "Entering and Using Programs" in this chapter.*

Setting a timer operation

Step	Press these keys:	Comments
1	FUNCTION (1)	TIMER MODE will appear in the display.
2	(1)	Select SET.
3	(#) or (*)	Press "#" to set a transmission operation (SEND MODE), or "*" to set a polling operation (POLLING MODE).
4	START	

5	1 0 3 0 (Example)	Enter the time of the operation (2 digits for the hour and 2 digits for the minute).
6	2 (Example)	Enter the code for the day of the operation (skip this step if the operation will be performed within the next 24 hours).
7	START	
8	0 5 (Example)	Enter the fax number of the other machine using one of the following methods: • Press a Rapid Key. • Enter a Speed Dial number with the numeric keys.
9	START	
10	RESOLUTION	If this is a transmission operation, adjust the resolution and/or contrast if desired. (Otherwise, skip this step.)
11	START	
12	START or MEMORY	**Transmission operation**: If you want to send the document from memory, load it now and press **MEMORY**. Otherwise, press **START** and load the document any time before the set transmission time. If a non-memory timer transmission has already been set (START: END OF SET will appear), you must load the document now and press **START** to send it from memory. **Polling operation**: Press **START**.

To cancel an operation

If you need to cancel an operation after it has been set, follow the steps below.

If the operation is a transmission operation, you will need to know the number assigned to it. If you don't remember the number (it appears in the display when you set the operation), print out the Timer List. See Chapter 8, "Printing Out Reports and Lists".

Step	Press these keys:	Comments
1	FUNCTION (1)	TIMER MODE will appear in the display.
	(2)	
3	(1) (Exampie)	Enter the 1-digit timer number assigned to the operation.
4	START	
5	STOP STOP	Exit.

If you frequently perform the same operation involving the same party, you can program all the steps of the operation into one Program Key. This allows you to perform the operation by simply pressing that key.

- Rapid Keys 17/P1 and 18/P2 can be used as Program Keys. However, a key cannot be used if it is already being used for Rapid Key Dialling.
- Only Rapid Keys, Speed Dial numbers, and Group Keys can be used to enter fax numbers of receiving machines in Program Keys. Full numbers cannot be entered.
- You can also include a timer setting in the program to have the operation performed automatically at a selected time.
- To clear a mistake, press the ***STOP*** key.

Initial procedure

To program an operation, first perform the following basic procedure. After you have completed it, refer to the procedure for the specific operation you want to program.

- Code numbers are used to set days of the week. Refer to the table below when making time settings which include a specified day:

Day	SUN	MON	TUE	WED	THU	FRI	SAT
Code	0	1	2	3	4	5	6

Step	Press these keys:	Comments
1	FUNCTION (7)	PROGRAM/GROUP will appear in the display.
2	(#)	PROG. ENTRY MODE will appear in the display.
3	(1)	Select SET.
4	17/P1 (Example)	Select a Program Key by pressing the appropriate Rapid Key.
5	(2ABC) (3DEF) (4GHI) ... (9WXYZ) (Example)	Enter a name for the program (max. of 20 letters). (See "Entering Letters for Names" in Chapter 2.) Skip this step if you don't want to enter a name.

6	START		
7	1 0	(Example)	Enter the hour (2 digits: "00" to "23"). If you don't want to make a timer setting, go to Step 10.
8	1 5	(Example)	Enter the minute (2 digits - "00" to "59").
9	4	(Example)	Enter the day of the week by entering the appropriate code number (see previous table). (Skip this step if the operation will be done within 24 hours of pressing the Program Key.)
10	START		
11	# ↓ ↑ ✳		Press the "#" key or "✳" key until the desired operation appears in the display. The operations will appear in the following order: • Transmission • Polling • Confidential transmission • Broadcasting • Relay Request
12	START		Continue with the specific procedure for your operation (see the following pages).

Transmission

(Continued from "Initial procedure".)

13	0 1	(Example)	Enter the fax number of the other machine using one of the following methods: • Press a Rapid Key. • Enter a Speed Dial number with the numeric keys.
14	START		
15	RESOLUTION		Adjust the resolution and contrast if desired (otherwise skip this step).

16	START	
17	MEMORY or START	If you want the document to be sent from memory, press **MEMORY**. If you want the document to be sent from the feeder, press **START**.
18	STOP	Exit.

Confidential transmission

(Continued from "Initial procedure".)

13	0 5 (Example)	Enter the mailbox number (2 digits). (Skip this step if the receiving machine does not have mailboxes.)
14	START	
15	0 1 (Example)	Enter the fax number of the other machine using one of the following methods: • Press a Rapid Key. • Enter a Speed Dial number with the numeric keys.
16	START	
17	RESOLUTION	Adjust the resolution and contrast if desired (otherwise skip this step).
18	START	
19	MEMORY or START	If you want the document to be sent from memory, press **MEMORY**. If you want the document to be sent from the feeder, press **START**.
20	STOP	Exit.

Broadcasting

(Continued from "Initial procedure".)

13	0 1 ... 0 2 (Example)	Enter the numbers of the receiving fax machines using one or more of the following methods: • Press one or more Rapid Keys. • Enter one or more Speed Dial numbers. • Press one or more Group Keys.
14	START	
15	RESOLUTION	Adjust the resolution and contrast if desired (otherwise skip this step).
16	START START	
17	STOP	Exit.

Relay Request

(Continued from "Initial procedure".)

13	RESOLUTION	Adjust the resolution and contrast if desired (otherwise skip this step).
14	START	
15	MEMORY or START	If you want the document to be sent from memory, press **MEMORY**. If you want the document to be sent from the feeder, press **START**.
16	STOP	Exit.

Polling

(Continued from "Initial procedure".)

13	0 1 (Example)	Enter the fax number of the other machine using one of the following methods: • Press a Rapid Key. • Enter a Speed Dial number with the numeric keys.
14	START	
15	STOP	Exit.

Clearing a Program Key

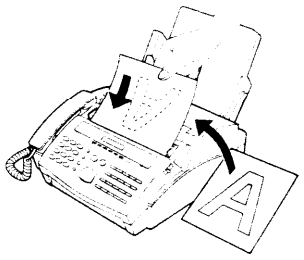
To clear a Program key, follow these steps:

Step	Press these keys:	Comments
1	FUNCTION 7	PROGRAM/GROUP will appear in the display.
2	#	PROG. ENTRY MODE will appear in the display.
3	2	Select CLEAR.
4	17/P1 (Example)	Press the Program Key you want to clear.
5	START	
6	STOP	Exit.

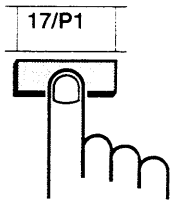
Using a Program Key

A programmed operation is performed as follows:

1 **Load the document.**



2 **Press the appropriate Program Key.**



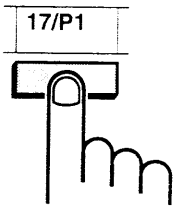
(Example)

Note: *A maximum of 3 timer operations can be set at any one time, including both timer operations set by pressing a Program Key and operations set as described in "Timer Operations" in this chapter.*

To cancel a program operation

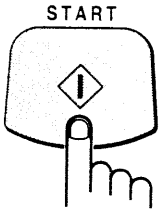
If a Program Key has been pressed for a timer operation and you need to cancel the operation before it is performed, follow these steps:

1 **Press the Program Key.**



(Example)

2 **Press the START key.**



ANTI JUNK FAX

The Anti Junk Fax function allows you to block reception of faxes from parties which you specify. This saves paper by not printing out unwanted "junk" faxes.

To use this function, first turn it on as shown below, and then enter the fax numbers from which you do not want to receive faxes as shown on the following page.

Turning Anti Junk Fax on and off

Step	Press these keys:	Comments
1	FUNCTION (8)	ANTI JUNK FAX will appear in the display.
2	(#)	ANTI JUNK SELECT will appear in the display.
3	(1) or (2)	Press "**1**" to turn Anti Junk Fax on, or "**2**" to turn it off.
4	STOP	Exit.

Storing and clearing junk numbers

Comments:

- *Up to 10 numbers can be entered in the Anti Junk Number List.*
- *To clear a number from the Anti Junk Number List, you need to know the 2-digit number which identifies it. If you have forgotten this number, print out the Anti Junk Number List as described in Chapter 8.*

Step	Press these keys:	Comments
1	FUNCTION (8)	ANTI JUNK FAX will appear in the display.
2	(*)	JUNK FAX # MODE will appear in the display.
3	(1) or (2)	Press "**1**" to store a fax number in the Anti Junk Fax List, or "**2**" to clear a fax number from the list.
4	(0) (1) (Example)	**Storing:** Enter a number from "01" to "10". This number identifies the fax number you will store in the next step. **Clearing:** Enter the number which identifies the fax number you want to clear, and go to Step 6.
5	(5) (5) (5) (1) (2) (3) (4) (Example)	Enter the fax number (max. of 20 digits).
6	START	
7	Step 4 or STOP	Return to Step 4 to enter (or clear) another number, or press **STOP** to exit.

Notes

7 OPTIONAL SETTINGS

A variety of optional settings are available which you can use to fine-tune your fax to better suit your needs. The settings are made by pressing the panel keys, and each setting is described in the list below.

Accessing the settings

Step	Press these keys:	Comments
1	FUNCTION (4)	OPTION SETTING will appear in the display.
2	(#) or (*)	Move through the list of settings by pressing "#" to move forward, or "*" to move backward. The settings will appear in the order listed below.
3	(2) (Example)	When the desired setting appears in the display, change it appropriately as described below.
4	STOP	Exit.

Settings

Setting 1: FINE RESOLUTION PRIORITY
This sets the default resolution (the resolution used if a setting is not made with the **RESOLUTION** key) for transmitting documents. Press "**1**" (YES) to set it to FINE, or "**2**" (NO) to set it to STANDARD.

- Factory setting: "**2**"

Setting 2: NUMBER OF RINGS AUTO RECEPTION
This sets the number of rings your fax allows before answering an incoming call in AUTO receive mode. Enter a number from "**0**" to "**4**" (if "**0**" is entered your fax will answer without ringing).

- Factory setting: "**1**"

Setting 3: NUMBER OF RINGS MANUAL RECEPTION
This sets your fax to automatically answer a call after a certain number of rings when it is in manual reception mode. Any number from "**0**" to "**4**" can be entered (enter "**0**" if you don't want your fax to answer automatically).

- Factory setting: "**0**"

Setting 4: ACTIVITY REPORT AUTO LISTING
Press ""**1**" (YES)" to have your fax automatically print out an Activity Report once every 30 operations. (The list can still be printed out manually when desired.) Press ""**2**" (NO)" to turn automatic print-out off.

- Factory setting: "**2**"

Setting 5: TRANSACTION REPORT PRINT SELECT
This sets the condition for printing out Transaction Reports. Enter a number from "**1**" to "**5**" as follows:

"**1**" (ALWAYS PRINTS):	Print out after each transmission, reception, or error.
"**2**" (ERR/TIMER/MEM.):	Print out only after an error, a timer operation, or a memory operation.
"**3**" (SEND ONLY):	Print out only after a transmission.
"**4**" (NEVER PRINT):	Never print out.
"**5**" (ERROR ONLY):	Print out only after an error occurs.

- Factory setting: "**5**"

Setting 6: AUTO FAX/PHONE CHANGEOVER
Press "**1**" (YES) to have your fax detect whether incoming calls are voice calls or fax transmissions in automatic reception mode. Press "**2**" (NO) to turn the function off.

- Factory setting: "**2**"

Setting 7: PSEUDO RINGING DURATION
This sets the duration of pseudo ringing when Automatic Fax/Phone Changeover is turned on. Enter a number from "**1**" to "**2**" as follows:

"**1**" (15 SEC.):	15 seconds
"**2**" (30 SEC.):	30 seconds

- Factory setting: "**1**"

Setting 8: TEL/FAX REMOTE NUMBER (TRANSFER CODE)
This sets the 1-digit number for activating fax reception from an extension phone. Enter any number from "**0**" to "**9**".

- Factory setting: "**5**"

Setting 9: REMOTE RECEPTION SELECT
This turns detection of the code for activating fax reception from an extension phone on or off. Press "**1**" to turn detection on, or "**2**" to turn detection off.

- Factory setting: "**1**"

Setting 10: FAX SIGNAL RECEIVE
Your fax is set to automatically begin reception if you hear a high-pitched fax tone after answering a call. If you use a computer fax modem on the same line, you must turn this setting off in order to prevent your fax from mistakenly attempting to receive documents sent from the computer fax modem. Press "**2**" to turn the setting off, or "**1**" to turn it on.

- Factory setting: "**1**"

Setting 11: AUTO COVER SHEET
Press "**1**" (YES) to have the fax automatically generate a cover sheet and send it as the last page of each transmission. Press "**2**" (NO) to turn the function off.

- Factory setting: "**2**"

Setting 12: COPY REDUCE
This sets the amount by which copies are reduced before printing to ensure that data on the edges is not cut off. Enter a number from "**1**" to "**3**" as follows:

"**1 (REDUCE AUTO)**": Automatic reduction depending on the size of the original and the printing paper.

"**2 (REDUCE 100 %)**": No reduction.

"**3 (REDUCE 95 %)**": Reduction of A4 size originals to the printing paper size.

- Factory setting: "**2**"

Setting 13: RECEIVE REDUCE
This sets the amount by which received documents are reduced before printing to ensure that data on the edges is not cut off. Enter a number from "**1**" to "**3**" as follows:

"**1 (REDUCE AUTO)**": Automatic reduction depending on the size of the original and the printing paper.

"**2 (REDUCE 100 %)**": No reduction.

"**3 (REDUCE 94 %)**": Reduction of A4 size originals to the printing paper size.

- Factory setting: "**1**"

Setting 14: COPY CUT-OFF
Press "**1**" (CONTINUE) to have documents longer than the printing paper be continued on a second page when copied. Press "**2**" (CUT-OFF) to have the part outside that length not printed.

- Factory setting: "**2**"

Setting 15: FOOTER PRINT
Press "**1**" (YES) to have the transmitting machine's fax number (if provided) together with the date and time of reception printed at the bottom of each page you receive (this is in addition to similar information printed at the top of each page). Press "**2**" (NO) for no footer printing.

- Factory setting: "**2**"

Setting 16: DIAL MODE
This sets the mode of dialling. Press "**1**" if you are on a tone dial line, or "**2**" if you are on a pulse dial line.

- Factory setting: "**1**"

Setting 17: DISTINCTIVE RINGING
If you subscribe to a distinctive ringing service from your telephone company, press "**1**" (YES) to have your fax signal voice calls and fax transmissions by different ringing patterns. Press "**2**" to turn the function off.

- Factory setting: "**2**"

Setting 18: ERROR CORRECTION MODE (ECM)
Press "**1**" (YES) to have any distortions in a transmission due to noise on the telephone line be corrected before print-out at the receiving end. This is only effective when the other machine has ECM as well. Press "**2**" (NO) to turn the function off.

- Factory setting: "**1**"

Setting 19: RINGING VOLUME
This sets the volume of the ringer. Press "**1**" for low, "**2**" for middle, or "**3**" for high.

- Factory setting: "**2**"

8 PRINTING OUT REPORTS AND LISTS

You can print out a variety of lists showing settings and information entered in the fax. You can also have the fax automatically print out a report on transactions after they are made. Each list and the report is described below.

Printing out a list

Step	Press these keys:	Comments
1	FUNCTION (2)	LISTING MODE will appear in the display.
2	(#) or (✱)	Move through the lists by pressing "#" or "✱". Stop when the desired list appears in the display.
3	START	Print out the list.

Activity Report

This report shows information on up to 30 of the operations most recently performed. The report is divided into two parts: the TRANSMISSIONS ACTIVITY REPORT, which shows information on transmissions, and the RECEPTIONS ACTIVITY REPORT, which shows information on receptions.

- If Option Setting 3 is set to "1", a report will be automatically printed out whenever information on 30 operations has accumulated. (A report can still be printed out manually at any time.)
- All information is erased after a report is printed out. If automatic print-out is disabled and print-out has not been performed manually for 30 operations, the information on the oldest operation will be overwritten each time a new operation is performed.

Explanation of headings

SENDER/ RECEIVER The name or fax number of the other machine involved in the transaction. If that machine does not have an ID function, the communication mode will appear (for example, "G3").

START The time at which transmission/reception started.

TX/RX TIME Total time taken for transmission/reception.

PAGES Number of pages transmitted/received.

TYPE **CONF. TX** - A confidential operation was performed.
RELAY TX - A relay operation was performed.
(T) - A timer operation was performed.
(M) - The memory was used.

NOTE

OK - Transmission/reception was normal.

P.FAIL - A power failure occurred.

JAM - A problem with the printing paper or document occurred.

BUSY - The line was busy.

COM.E-0 to **COM.E-7** - A telephone line error prevented the transaction. Explanations of the error numbers are given in the following tables, however, these are primarily for use by service engineers. In general, you will want to simply try the transaction again. If necessary, check with the other party to make sure their machine is functioning properly.

CANCEL - Transmission was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax does not have.

CANCEL 3 - Confidential transmission was cancelled because the receiving machine does not have a confidential function, a confidential passcode is not programmed in it, its memory is full, or it is not a Sharp model.

CANCEL 4 - Confidential transmission was cancelled because an incorrect mailbox number was entered for a fax machine with confidential mailboxes.

CANCEL 5 - A relay request was not successful because the machine to which the request was made has no relay function, it is not a Sharp model, or its memory was full.

CANCEL 6 - A relay request was not successful because your machine's fax number has not been entered into the relay machine's list of permitted numbers, an automatic dialling number not stored in the relay machine was specified, or your fax number has not been entered in your machine as described in Chapter 2.

Transmission errors

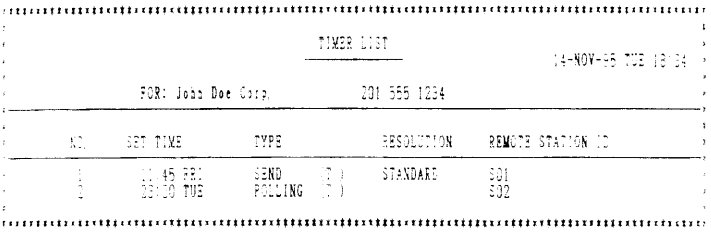
E-0	Able to recognise handshake signal, but it has errors.
E-1	Cannot recognise the handshake signal from the receiver side.
E-2	Line disconnected during transmission.
E-3	Line disconnected after modem speed fall-back.
E-4	Line disconnected during multi-page transmission.
E-6	Cannot recognize the handshake signal for next page at receiver side.
E-7	No response from receiver side or "disconnect signal" is received at transmitter side.
E-8	Error was not corrected after the predetermined number of retries because of an error in a part of a page.
E-11	Error occurred after or whilst reception by the remote (receiving) machine was revealed to be impossible.
E-12	Error occurred just after fall-back.
E-13	Error occurred after a response to a retransmission end command was received.

Reception errors

E-0	Able to recognise handshake signal, but it has errors.
E-1	Line disconnected during reception.
E-2	Cannot recognise the handshake signal from the transmitter side.
E-3	Cannot recognise the last handshake signal from the transmitter side.
E-4	Cannot recognise the handshake signal for next page from the transmitter side in the case of mode change.
E-5	Cannot recognise the handshake signal for next page from transmitter side.
E-7	No response from transmitter or "disconnect signal" is received at receiver side.
E-8	Error occurred upon completion of reception of all pages.
E-9	Error occurred when mode was changed or transmission/reception switching was performed.
E-10	Error occurred during partial page or physical page reception.
E-11	Error occurred after or during inquiry from the remote (transmitting) machine as to whether reception was possible or not.
E-12	Error occurred during or just after fallback.
E-13	Error occurred after retransmission end command was received.
E-14	Error occurred after voice communication command was received.

Timer List

This list shows the timer operations which are currently set.



TIMER LIST

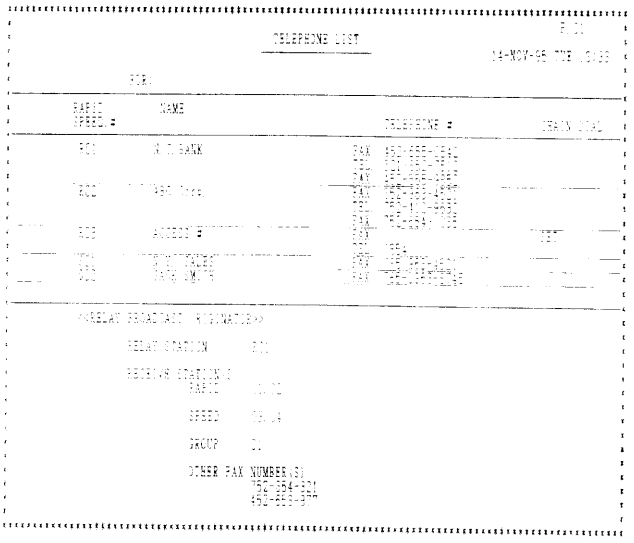
14-NOV-95 TUE 18:34

FOR: John Doe Corp. 201 555 1234

NO.	SET TIME	TYPE	RESOLUTION	REMOTE STATION ID
1	12:45 FRI	SEND ( )	STANDARD	501
2	23:30 TUE	POLLING ( )		502

Telephone and Relay Group List

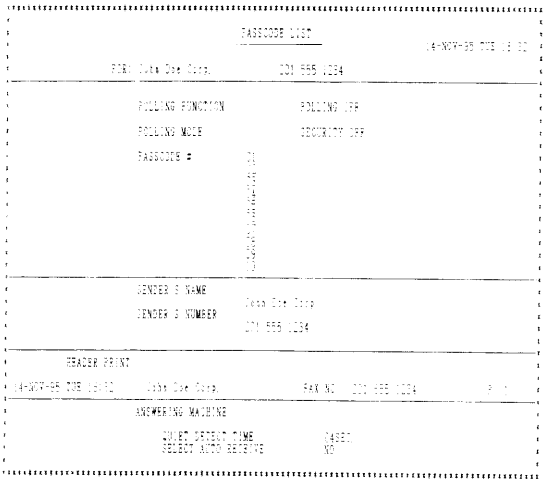
This list shows the fax and voice numbers which have been stored for automatic dialling, the numbers in the relay group, your name and fax number as entered in your fax, and a sample of the header printed at the top of every page you transmit.



TELEPHONE LIST

Passcode List

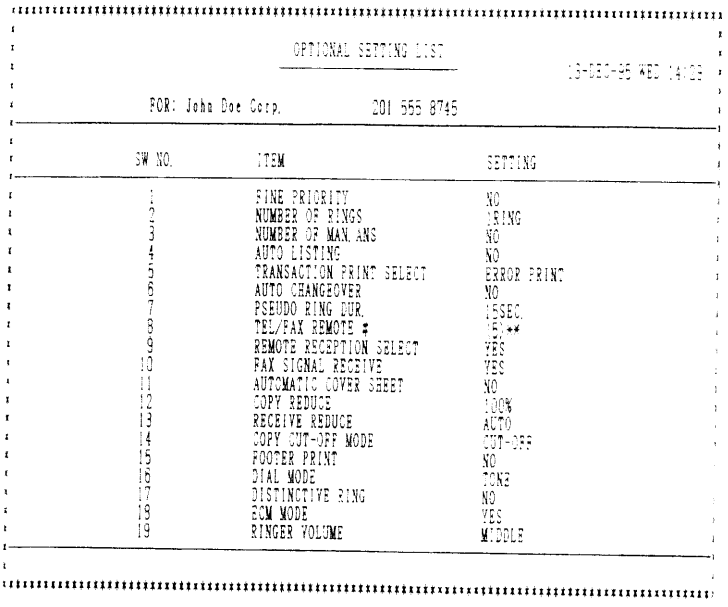
This list shows the fax numbers which have permission to poll you.



PASSCODE LIST

Optional Setting List

This list shows the current status of the optional settings.



OPTIONAL SETTING LIST

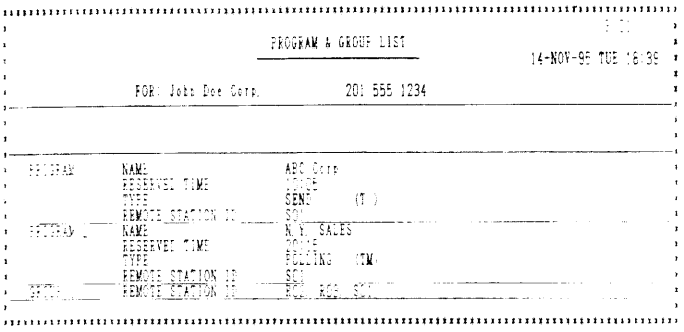
13-DEC-95 WED 14:09

FOR: John Doe Corp. 201 555 8745

SW NO.	ITEM	SETTING
1	TONE PRIORITY	NO
2	NUMBER OF RINGS	1RING
3	NUMBER OF MAN.ANS	NO
4	AUTO LISTING	NO
5	TRANSACTION PRINT SELECT	ERROR PRINT
6	AUTO CHANGEOVER	NO
7	PSEUDO RING DUR.	15SEC.
8	TEL/FAX REMOTE #	15**
9	REMOTE RECEPTION SELECT	YES
10	FAX SIGNAL RECEIVE	YES
11	AUTOMATIC COVER SHEET	NO
12	COPY REDUCE	100%
13	RECEIVE REDUCE	AUTO
14	COPY CUT-OFF MODE	CUT-OFF
15	FOOTER PRINT	NO
16	DIAL MODE	TONE
17	DISTINCTIVE RING	NO
18	ECM MODE	YES
19	RINGER VOLUME	MIDDLE

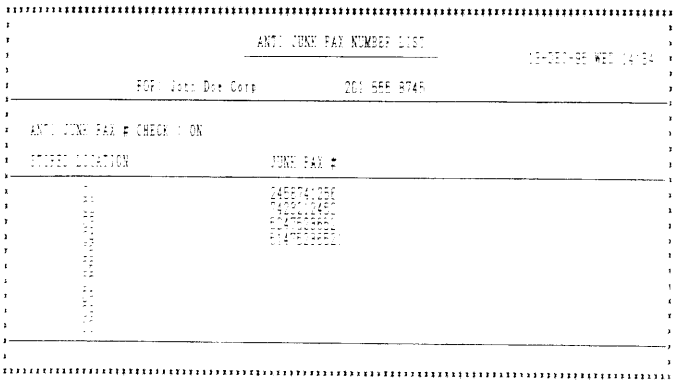
Program and Group List

The top part of this list shows the programs which have been entered. The bottom part shows the fax numbers which have been stored in each Group Key.



Anti Junk Fax Number List

This list shows the fax numbers from which reception is not allowed.



Transaction Report

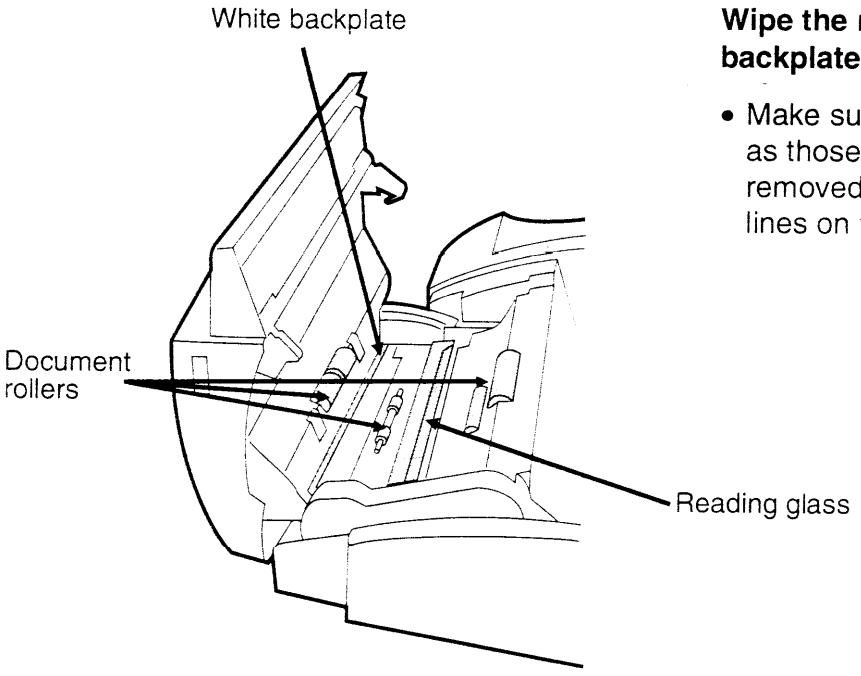
This report is printed out automatically after an operation is completed to allow you to check the result. Your fax is set at the factory to print out the report only when an error occurs, but you can change the setting to have it printed out after every operation, only after certain types of operations, or not at all. This is done by changing Option Setting 5 as described in Chapter 7.

- The Transaction Report shows the same information as the Activity Report. See "Activity Report" in this chapter for an explanation of the headings.
- The report cannot be printed out manually.

9 MAINTENANCE

Reading glass and rollers

Clean the reading glass and rollers frequently to ensure the quality of transmitted images and copies. Open the operation panel (pull the panel release on the right side of the fax forward), and clean the parts as shown below.



Wipe the reading glass, white backplate, and rollers with a soft cloth.

- Make sure that all dirt and stains (such as those of correcting fluid) are removed, as these will cause vertical lines on transmitted images and copies.

The housing

Wipe the external parts and surface of the machine with a dry cloth.

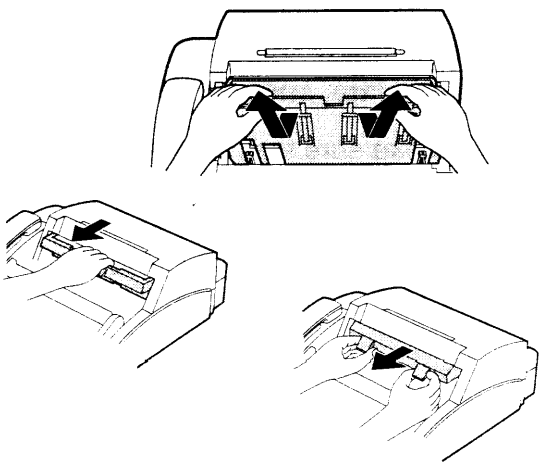
Caution!

- *Do not use benzene or thinner. These solvents may damage or discolour the machine.*

Cleaning the drum cartridge

If some of the characters are missing from the printed page, the surface of the drum in the drum cartridge may need cleaning. Follow the steps below to clean the drum.

1



Remove any documents from the received document outlet. Open the operation panel, and remove the received document guide, the imaging cartridge, and the drum cartridge. (For detailed instructions, see Steps 1 to 4 in "Installing the Printer Cartridges" in Chapter 1.)

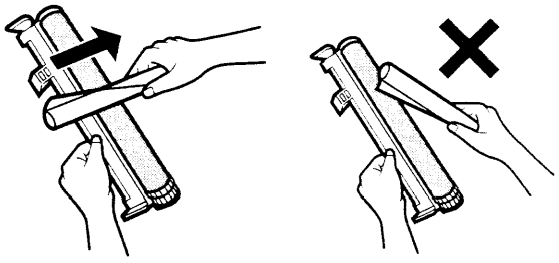
- **Caution!** The fusing unit (the black unit with ribs extending across the bottom of the compartment) becomes very hot during printing. Be careful not to touch it.

2

Place the drum gently on a clean, uncluttered, and level surface.

- Do not touch the green drum in the drum cartridge, and do not expose the drum to direct light. Doing so will damage the surface of the drum.

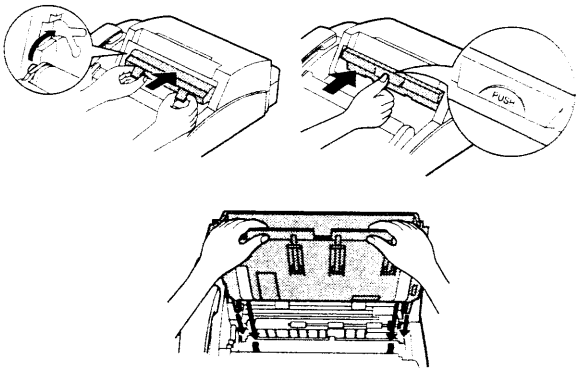
3



Take a sheet of clean paper and roll it tightly into a tube. Gently tap the surface of the drum with the tube to pick up any particles of toner which may be sticking to the drum.

- **Caution!** Do not touch the drum surface with the edges of the rolled up paper or wipe the drum with the paper. This will damage the drum.

4



Replace the drum cartridge, imaging cartridge, and received document guide. Close the operation panel. (For detailed instructions, see Step 6 and Steps 10 to 14 in "Installing the Printer Cartridges" in Chapter 1.)

10 TROUBLESHOOTING

PROBLEMS AND SOLUTIONS

The problems listed below deal mostly with fax and copy operation. For detailed information on printing problems, see "Problem Solving" in online Help in Windows Printing System.

Problem	Check and remedy
Nothing appears in the display.	• Make sure the power cord is properly plugged into a power outlet. • Make sure the power switch has been switched to the correct position. • Connect another electrical appliance to the outlet to confirm that it has power.
The fax does not respond when you press any of its keys.	• If a beep sound is not made when you press the keys, turn off the power and then turn it back on several seconds later.
Automatic document feeding does not work for transmission or copying.	• Check the size and weight of the document (see "Transmittable documents" in Chapter 4).
Dialling cannot be performed.	• Make sure the power is on. • Make sure that the telephone line is properly connected to both the **TEL. LINE** socket and the wall socket. • Make sure that the fax is set to the correct dialling mode for your telephone line. See Option Setting 16 in Chapter 7.
Nothing is printed at the receiving end.	• Make sure that the document for transmission is placed face down in the feeder. • Make sure that the printing paper is properly loaded in the receiving machine.
The power is on, but no transmission takes place.	• Make sure that the receiving machine has printing paper. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • If the receiving machine is not a Sharp model, make sure it is G3 compatible. • Check the display for error messages. • Pick up the handset and check for a dial tone. Call the receiving machine by nomal (manual) dialling, and confirm its response.
A distorted image is received at the other end.	• Noise on the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your fax. If the copy is also distorted, your fax may have a problem. If the problem persists, call for service.

The printing paper does not come out.	• The printing paper may be jammed. See "Clearing Jammed Printing Paper" in this chapter. • Make sure that the printing paper is properly loaded in your machine. • Make sure the power is on.
The printing paper comes out blank when you try to receive a document.	• Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy to confirm the printing ability of your machine.
The received document is faint.	• Ask the other party to send higher contrast documents. If the contrast is still too low, your fax may have a problem. Make a copy to check it. • The imaging cartridge may need replacement.
Received images are distorted.	• Noise on the telephone line may cause distortion. Have the other party try sending the document again. • Make a copy of another document on your fax. If the copy is also distorted, your fax may have a problem. If the problem persists, call for service. • The photoconductor drum may be damaged. Try a new drum cartridge.
No confidential transmission or relay broadcast occurs.	• Check the message in the display. See the next section, "Display Messages".
Bell Tinkle (New Zealand)	• The operation of this equipment on the same line as the telephone or other equipment with audible warning devices or automatic ring detectors will give rise to bell tinkle or noise and may cause problem occur, contact your Sharp authorised Service Centre for information.

Display messages

CHECK PAPER	You are out of printing paper.
CONF REFUSED	A confidential transmission has been denied because you entered an incorrect mailbox number for a machine with mailboxes.
COVER OPEN	The printer cover (or received document guide) has been removed or is open. Replace or close it.
DOCUMENT JAM	The original document is jammed. See the following section, "Clearing Paper Jams".
FAX RX IN MEMORY	A fax has been received in memory because the imaging cartridge needs replacement, the fax machine has run out of printing paper, or the paper is jammed. The fax will be printed out automatically once the problem is fixed.
FUNCTION MODE	The **FUNCTION** key has been pressed.
LINE ERROR	Transmission or reception was not successful. Press **STOP** to clear the message, and then try again.
MEMORY FULL	The memory is full. See "Memory" in Chapter 6.
MEMORY PRINTING	The fax is preparing or printing out a document from memory.
NO CONF. FUNC	Confidential transmission was cancelled because the receiving machine does not have a confidential function, a confidential passcode is not programmed in it, its memory is full, or it is not a Sharp model.
NO RELAY FUNC	A relay request has been denied because the other machine does not have a relay broadcast function, its memory is full, or it is not a Sharp machine.
PANEL OPEN	The operation panel is open. Close it.
PAPER JAM	The printing paper is jammed. See the following section, "Clearing Paper Jams".

ONHOOK DIAL MODE	The **SPEAKER** key has been pressed and the fax is waiting for you to dial.
RELAY REFUSED	A relay request has been denied because your fax number has not been entered in the relay machine's list of permitted numbers, an automatic dialling number not stored in the relay machine was specified, or your fax number has not been entered in your machine.
RESERVE READY	The machine is ready to reserve a transmission (see "Transmission reservation" in Chapter 6).
REPLACE TONER	The imaging cartridge needs replacement, or has not been installed.
RECALL MODE	The connection was not made when automatic dialling was attempted. The fax will make up to 2 redialling attempts at intervals of 5 minutes.

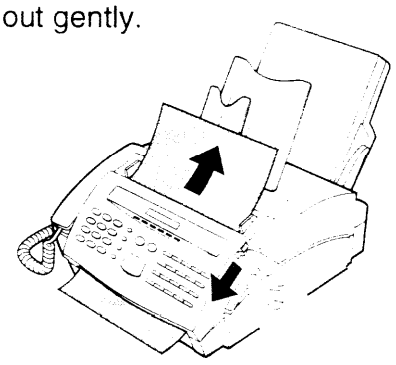
Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 bleeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	0.5 seconds on, 0.5 seconds off	Indicates that the printer cover is open.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook.

CLEARING PAPER JAMS

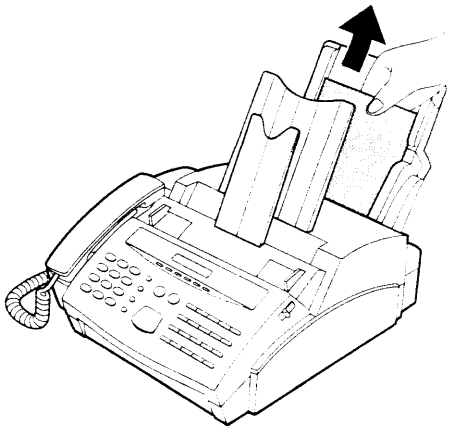
Clearing a jammed document

If a document doesn't feed properly during transmission or copying, or DOCUMENT JAM appears in the display, first try pressing the **START** key. If the document doesn't feed out, open the operation panel (pull the release on the right side of the fax forward) and pull it out gently.



Clearing jammed printing paper

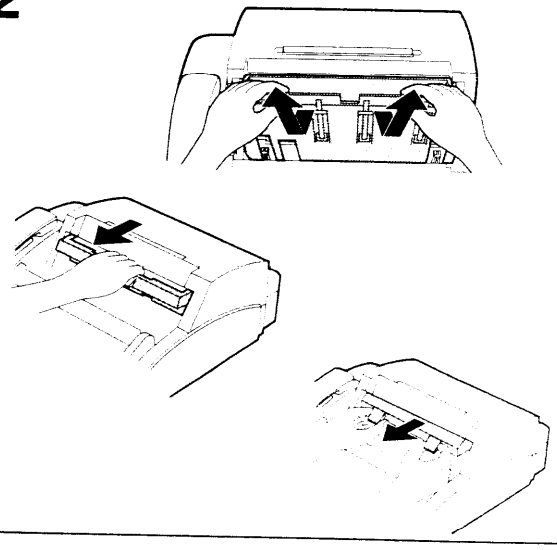
1



If most of the jammed page is protruding from the back of the fax, try pulling it out.

- If the jammed page comes out, clear the "PAPER JAM" message in the display by resetting the stack of printing paper (pull the lever marked "PULL" on the paper tray toward you, take out the stack of paper, put it back in, and push the lever back down).
- If you are unable to clear the paper jam in this way, continue with the following steps.

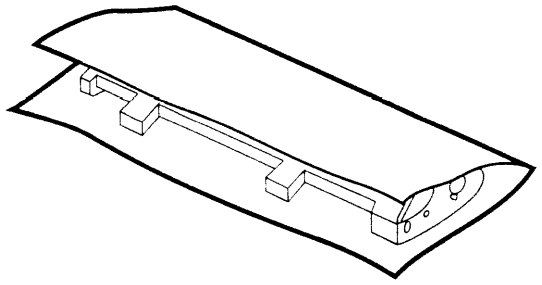
2



Remove any documents from the received document outlet. Open the operation panel, and remove the received document guide, the imaging cartridge, and the drum cartridge. (For detailed instructions, see Steps 1 to 4 in "Installing the Printer Cartridges" in Chapter 1.)

- **Caution!** The fusing unit (the black unit with ribs extending across the bottom of the compartment) becomes very hot during printing. Be careful not to touch it.

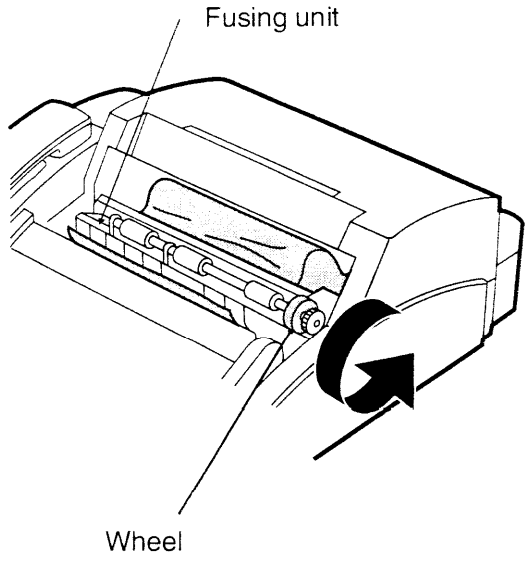
3



Wrap the drum cartridge in a large sheet of paper as shown at left so that the green drum section is shielded from light, and place it gently on a level surface.

- Do not touch the green drum in the drum cartridge. This will damage the surface of the drum.
- Do not expose the drum to direct light. This will damage the drum.

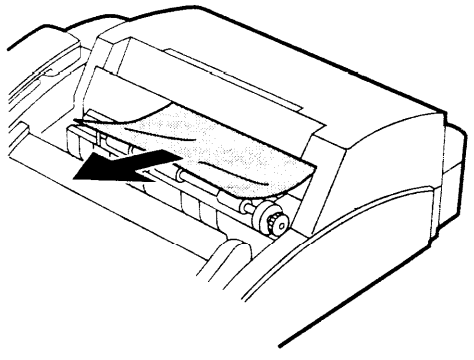
4



If the leading edge of the paper has entered the fusing unit, turn the wheel on the top, right side of the fusing unit in the direction of the arrow until the leading edge of the paper is released from the unit.

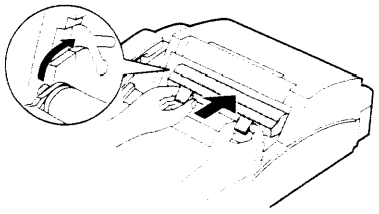
- **Caution!** Do not pull the paper out of the fusing unit with your hands. This may cause toner smudges on succeeding pages.
- **Important:** Do not turn the wheel in the direction opposite that of the arrow. Also, note that the wheel will not turn if the drum cartridge has not been removed.

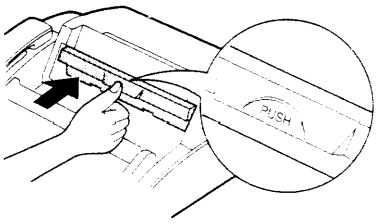
5

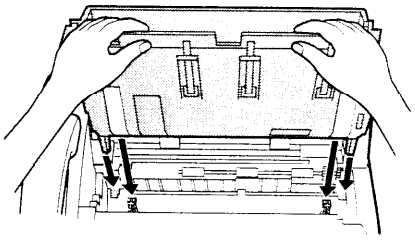


Grasp the leading edge of the paper, and pull it gently out of the compartment.

6







Replace the drum cartridge, imaging cartridge, and received document guide. Close the operation panel. (For detailed instructions, see Step 6 and Steps 10 to 14 in "Installing the Printer Cartridges" in Chapter 1.)

Notes

SPECIFICATIONS

Applicable telephone line:	Public switched telephone network
Compatibility:	ITU-T (CCITT) G3 mode
Configuration:	Half-duplex, desktop transceiver
Memory size*:	512 KB (approx. 39 average pages with ECM function off) 1 MB add-on available as option
Compression scheme:	Modified Huffman and Sharp special mode
Scanning method:	Flat-bed, solid-state CCD
Resolution:	Horizontal: 8 lines/mm Vertical: Standard — 3.85 lines/mm Fine /Halftone— 7.7 lines/mm Super fine — 15.4 lines/mm
Printing Speed:	Max. 4 pages/min. (A4)
Print Resolution:	200 dpi (received and copied documents) 300 dpi (printer)
Display:	7 x 5 dots, 1 line by 16-digit display
Reception modes:	Auto/Manual/Answering machine
Modem speed:	9600 bps with automatic fallback to 7200, 4800, or 2400 bps
Transmission time*:	Approx. 13 seconds (Sharp special mode)
Effective recording width:	202 mm (average)
Paper capacity:	100 sheets
Printing Paper Weight:	60 - 90 g/m^2 (A4)
Input document size:	Automatic feeding: Width — 148 to 216 mm Length — 128 to 356 mm Manual feeding: Width — 148 to 216 mm Length — 128 to 1000 mm
Effective scanning width:	210 mm max.
Original Document Weight:	52 - 157 g/m^2 (one sheet at a time) 52 - 80 g/m^2 (several sheets)
Automatic document feeder:	20 sheets max.
Halftone (grey scale):	32 levels
Contrast control:	Automatic/Dark selectable
Copy function:	Single/Multi-copy/Sort-copy (99 copies/page)
Timer communication:	Max. 3 communications
Power requirements:	230 - 240 V AC, 50 Hz
Operating temperature:	10 - 30°C
Power consumption:	Stand-by: 7 W Transmission: 25 W Reception: 640 W Copy: 680 W Maximum: 680 W
Dimensions:	Width: 360 mm Depth: 412 mm Height: 169 mm (Without attachments)
Weight:	Approx. 7.2 kg

* Based on ITU-T Test Chart #1 at standard resolution in Sharp special mode, excluding time for protocol signals (i.e., ITU-T phase C time only).

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

Note: *Steps which are optional are enclosed in a dotted frame:* [ ]

Transmitting documents

Normal Dialling	Load document → [RESOLUTION] → Lift handset or press **SPEAKER** → Dial (press numeric keys) → Wait for reception tone → [START] → Hang up
Direct Keypad Dialling	Load document → [RESOLUTION] → Dial (press numeric keys) → [START]
Rapid Key Dialling	Load document → [RESOLUTION] → Press Rapid Key
Speed Dialling	Load document → [RESOLUTION] → SPEED → Enter Speed Dial number (press 2 numeric keys) → [START]
Redialling	Load document → [RESOLUTION] → REDIAL → Wait for reception tone → [START]

Making voice calls

Normal Dialling	Lift handset or press **SPEAKER** → Dial (press numeric keys) → Lift handset if you pressed **SPEAKER**
Rapid Key Dialling	Press **SPEAKER** → Press Rapid Key → Lift handset if you pressed **SPEAKER**
Speed Dialling	Lift handset or press **SPEAKER** → SPEED → Enter Speed Dial number (press 2 numeric keys) → Lift handset if you pressed **SPEAKER**
Redialling	Lift handset → REDIAL

Function Guidance List

To print out a guide to all of the functions which are accessed by pressing the **FUNCTION** key, press the **FUNCTION** key and then the **START** key.

INDEX

A

Activity Report Auto Listing mode 7-1
Activity Report . . . . . 8-1 - 8-2
Answering machine hook-up
- Fax Reception When A.M. Fails . . . 5-6
- Connecting 1-9
- Problems 5-3
- Quiet Detect Time 5-5
- Touch-tone fax activation 5-6

Anti Junk Fax . . . . . 6-22 - 6-23
Audible signals 10-4
AUTO reception mode 2-6, 4-11
Automatic dialling, storing numbers 2-8
Automatic Fax/Phone Changeover . . 4-13, 7-2

B

Batch page numbering 4-5
Broadcasting . . . . . 6-4 - 6-5
Broadcast Key 2-1, 6-4

C

Chain Dialling 2-8, 4-8
Cleaning 9-1
Confidential transmission 6-6
Connections . . . . . 1-6 - 1-7
Contrast 4-3
Copies . . . . . 4-14 - 4-15
Copy key 2-1, 4-14
Copy Reduce 7-3
Copy Cut-off 7-3
Cover sheet 4-4

D

Date, setting 2-5
Dialling
- Chain 2-8, 4-8
- Direct Keypad 4-7
- Normal 4-6
- Rapid Key 4-7
- Search 4-9
- Speed 4-8

Dialling mode 7-3
Direct Keypad Dialling 4-7
Display messages . . . . . 10-3 - 10-4
Distinctive ringing 2-7
Document feeder 4-2
Document guides 4-2
Document restrictions 4-1
Document rollers 9-1
Document sizes 4-1
Document, readable length and width . . . 4-1
Drum Cartridge 1-5

E

Electrical outlet 1-6
Error Correction Mode 7-4
Extension telephone, connecting 1-9
Extension telephone, using 4-12

F

Fine Resolution Priority 7-1
Function Guidance List . . . . . Quick-i
Function key 2-1
Footer Print 7-3

G

Group Keys 2-11, 6-5

H

Halftone 4-3
Handset 1-6
Help file 3-4
Hold 4-17
Hold key 2-1, 4-17
Housing, cleaning 9-1

I

Imaging Cartridge 1-5

J

Jams, clearing 10-5

L

Letters, entering . . . . . 2-3 - 2-4
Liquid crystal display 2-1
Loading the document 4-2
Lower case (shift key) 2-3

M

MANUAL reception mode 2-6, 4-11
Memory
- Transmission . . . . . 6-1 - 6-2
- Reception 6-2

Memory Key 2-1, 6-1
MS-DOS applications, printing from 3-8

N

Normal Dialling 4-6
Number of Rings in Auto Answer Mode . . 7-1
Numeric keys 2-1

O

Optional Setting List 8-3

P

Paper, loading . . . . . 1-10 - 1-11
PAPER CHECK light 2-1
Paper jams, clearing 10-5
Paper tray . . . . . 1-8, 1-10 - 1-11
Passcode List 8-3
Pauses in automatic dialling numbers . . . 2-9
PCL Emulation 3-8
Polling . . . . . 6-7 - 6-9
Polling key, setting 6-7
Power cord 1-6
Printer Manager 3-4
Printer port settings 3-7
Program and Group List 8-4
Programs . . . . . 6-16 - 6-21

R

Rapid Key Dialling 4-7
Rapid Keys 2-1
Reading glass, cleaning 9-1
Recall mode 4-10
Receiver volume 1-7
Reception mode 2-6
    Setting 2-6
    AUTO mode 2-6, 4-11
    MANUAL mode 2-6, 4-11
Reception mode key 2-1, 2-6
Redial key 2-1, 4-10, 4-17
Redialling 4-10, 4-17
Relay Request . . . . . 6-10 - 6-12
Remote Reception Number 4-12, 7-2
Resolution 4-3
Resolution key 2-1, 4-3
Ringing volume 1-7
Rollers, cleaning 9-1

S

Search Dial key 2-1, 4-9, 4-17
Search Dialling 4-9
Sender's name and number, entering . . . 2-2
Service indicator 2-1
Speaker key 2-1, 4-6, 4-16
Speaker volume 1-7
Speed Dial key 2-1, 4-8, 4-16
Speed Dialling 4-8
Start key 2-1
Stop key 2-1
Storing numbers for automatic dialling . . . 2-8

T

Telephone, using as 4-16
Telephone line cord 1-6
TEL. LINE jack 1-6
TEL. SET jack 1-6
Telephone and Relay Group List 8-3
Time, setting 2-5
Timer operations . . . . . 6-13 - 6-15
Timer List 8-3
Toner empty indicator 2-1
Transaction Report 8-4
Transaction Report Print Select 7-2
Transmission reservation 6-3

U

Upper case (shift key) 2-3

V

Virtual memory 3-5

W

Windows Printing System
    Computer system requirements . . . 3-1
    Installation . . . . . 3-2 - 3-3

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